Family Tree Builder

User's Guide

Version 2.0

Important Notice

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About This Guide

This user guide is intended for first-time and experienced of users of MyHeritage Family Tree Builder. It will familiarize you with its interface, describe its workflow and can serve as a reference for all the options that appear in its windows, menu bar and toolbar.

This guide contains the following chapters:

- **Chapter 1, Introduction,** page 15, introduces the features and benefits of using Family Tree Builder to build your family tree, describes genealogy in general and provides a guideline for doing your research.
- **Chapter 2, Quick Tour,** page 27, provides a quick tour through the various options in the Family Tree Builder interface.
- **Chapter 3, Getting Started,** page 81, suggests a workflow for getting started with Family Tree Builder and describes how to start adding people to your family tree.
- **Chapter 4, Handling Photos and Other Media,** page 145, describes how to add, view, annotate and automatically mark faces in photos and how to use documents and audio/video files to enrich your family tree.
- **Chapter 5, Charts,** page 195, describes the types of charts that Family Tree Builder provides and how to create and customize them.
- **Chapter 6, Reports,** page 219, describes the variety of reports that Family Tree Builder provides.
- **Chapter 7, Publishing Your Family Tree,** page 239, describes how to publish your family tree using Family Tree Builder to the MyHeritage site, so that it is available for viewing through the Internet to anyone that you invite using a standard web browser.

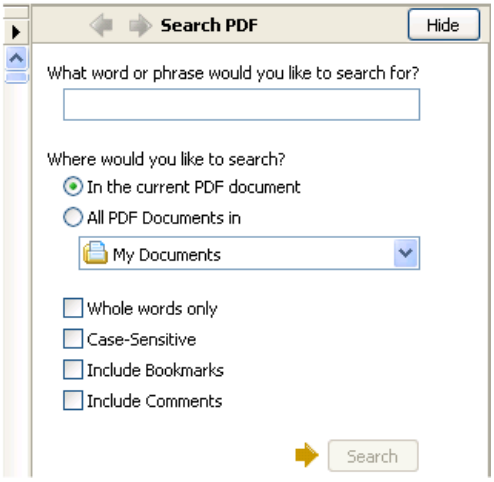
- **Chapter 8, Research,** page 259, describes the rich functionality provided by MyHeritage.com's genealogy research feature. This tool enables you to research families and/or specific people in a variety of genealogy research databases.
- **Chapter 9, Language and Translation,** page 269, describes the various language and translation features that are provided by Family Tree Builder.
- **Chapter 10, Configuration Options,** page 289, describes additional options for configuring the behavior of your family tree.
- **Chapter 11, FAQ,** page 294, describes how to handle a variety of special situations in MyHeritage.

Finding Things in This User Guide

This user guide provides a variety of options for finding information about Family Tree Builder, these include the following:

- **Table of Contents,** page x, this section provides a typical table of contents listing the topics in this user guide, you can click on a topic to jump to the relevant page.
- **Tree Browser – Table of Contents,** provides a typical hierarchical bookmark tree of topics in the guide. It appears in the left pane of the Adobe Acrobat window. Simply click on a topic in the tree to access it.
- **Page References,** in order to make the reading of this manual as easy as possible, we have placed page references throughout the guide to enable easy access to information that is relevant to or may clarify the topic that you are reading. Any time you see something like: “as described on page 44”, simply click on the page number to jump directly to that page.
- **Index,** page x, this section provides an alphabetized list of the topics in this guide. Simply click on a topic to display it.

- **Search,** page x, the search feature of this user guide enables you to find a word or phrase in this user guide. Click the **Search** button in Acrobat Reader to display the following.



  Enter the word in which you are interested and click the **Search** button, as shown above.

- **Quick Tour of the Interface**, page x, provides a description of the Tree View window and page x provides a description of the Photo View window. These are the two man windows in which you will work.
- **Menu Bar Reference,** page x, this section lists and describes the options that appear in each menu and provides a reference to where more detail is provided in this user guide. The Tree View and its menu is described on page x. The Photo View has two additional menus and these are described on page X.
- **Toolbar Reference,** page x, this section lists and describes the options that appear in the toolbar and provides a reference to where more detail is provided in this user guide.
- **How To Chapter**, page x, this chapter provides a variety of topics describing how to perform various special tasks.

Glossary

The following describes some of the terms used in Family Tree Builder.

Term	Description
GEDCOM	An acronym for GEnealogical Data COMmunication. GEDCOM is a specification for exchanging genealogical data between different genealogy software. More information is provided on page x.
Genealogy	The tracing of one's roots. More information is provided on page x.
Media or Photo	The term *photo* and *media* may be used interchangeably in this guide. Media may refer to a photo, document file or audio/video file.
PDF	PDF is a standard format provided by Adobe Acrobat for viewing and printing files.
Personal Photo	Family Tree Builder enables you to assign a singe picture to each person in order to represent them wherever possible. For example, in a report, in a thumbnail that is displayed when you hover over a person in a list or when they are shown in Tree View. Typically, this photo should be a portrait of their face. You can mark the face of a person in a photo and use that marked area as the personal photo. More information is provided on page x.
Home Person	Each family tree has one home person to whom quick access is provided in order to display them in the center of the Tree View. A variety of options are provided to see the relationship of people in the family tree to this home person. More information is provided on page x.

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Chapter 1

Introduction

Chapter 1

Introduction

About This Chapter:

This chapter introduces the features and benefits of using Family Tree Builder to build your family tree, describes genealogy in general and provides a guideline for doing your research. It contains the following sections:

- **Introducing Family Tree Builder,** page 17, introduces the benefits of using Family Tree Builder to build and publish your family tree.
- **What is Genealogy?,** page 19, describes the definitions and origins of genealogy.
- **Distributing Your Family Tree,** page 21, describes how to use Family Tree Builder and MyHeritage.com to build and publish your family tree.
- **Doing Your Research,** page 23, provides a guideline for the process that you will go through in order to gather information to fill your family tree.

Introducing Family Tree Builder

A family site on MyHeritage.com provides an ideal location for showcasing your family tree. Here are some of the benefits of having a family site:

- **Free:** Family sites are free using MyHeritage. There are premium subscription plans for huge family trees or photo collections, but these are optional.
- **Sharing:** Sharing your family tree with family members and friends in a beautiful, interactive 3-D display will extend your personal connections and bring you closer to all involved.
- **Functionality:** Family Tree Builder provides your family tree website with a rich variety of features and functions that were previously unavailable or that had only been available using expensive genealogy applications.
- **Privacy:** Your data is only visible to you and to the people that you invite to view it. Information regarding deceased ancestors can optionally be made available to guests, so that relatives can find you on the Internet.
- **Backup:** Your data is automatically backed up online each time you publish it and can later be restored. This protects your family tree and photos from any catastrophe or computer failure.

What was once possible only using pen and paper and was very difficult to maintain, can now be done easily and beautifully. In handwritten family trees, it was a major task to add a newly discovered family branch. Using Family Tree Builder, your computer helps you do the research and immediately produce a variety of printouts, charts and reports. These can be easily distributed to anyone and can be viewed on the Internet in a simple and intuitive interface.

Documenting your history for future generations is like writing a detective story, where you are both the author and the hero. You are trying to unravel mysteries of the past, sometimes starting with very little information. You put together a puzzle and unravel the previously undiscovered history of your family.

Gathering, designing and building your family tree is not just about collecting names and dry facts. We recommend that you try to bring the family tree to life by interviewing as many family members as possible and gathering all the photos, documents and audio/video files that you can. Pulling a thread of information opens up more information questions and typically encourages relatives to share previously unknown facts. This is why genealogy is appealing to tens of millions of people.

Family Tree Builder fulfills two major functions:

- The ability to easily enter a variety of types of information.
- The ability to enable your relatives and guests to browse through the family tree that you publish on the Internet. Family Tree Builder provides a clear separation between read-only pages and pages that can be added or modified, thus ensuring the integrity of the information that is published in your family tree.

What is Genealogy?

Definition of Genealogy[1]

ge·ne·al·o·gy (jē-nē-ŏl'ə-jē)
noun. pl. **ge·ne·al·o·gies**

1 Lineage or pedigree.

2 The study or investigation of ancestry and family histories.

3 A record or table of the descent of a person, family, or group from an ancestor or ancestors; a family tree.

The Rise of Genealogy

Genealogy, or the tracing of one's roots, has enjoyed a massive worldwide surge in popularity over the past few years. In recognition of this, the United States Congress has officially designated October as National Family History Month by unanimously passing a Senate resolution in 2001.

"*Experts say that in the United States, genealogy is now the second most popular hobby next to gardening*"[2] said US Senator Orrin Hatch who co-sponsored the resolution, along with 83 others.

[1] Source: The American Heritage® Dictionary of the English Language, Fourth Edition. Copyright © 2000 by Houghton Mifflin Company

[2] Source: United States Senate Committee on the Judiciary, June 26 2003, http://judiciary.senate.gov/member_statement.cfm?id=834&wit_id=51

"*It is only natural that we want to find out more about our ancestors, and what a better way to bring families closer together than by discovering more about the story of your own family?*"

This resolution celebrates the fact that millions of people are actively searching for information about their ancestors and also encourages others to begin their search.

In the eyes of many, genealogy is educational and bona fide. It brings people closer to their roots and closer to each other; it strengthens bonds inside the family as well as between families, and it bridges gaps between generations, cultures and traditions.

Why is genealogy booming in recent years? This is to a great extent due to the proliferation of the Internet that has proven to be an invaluable aid in genealogy. The Internet allows one to search archives, libraries and databases from one's home, to communicate easily with people across the globe and to share information. As more and more people go online, and an increasing number of databases become accessible online, genealogy is dramatically gaining popularity. It's no wonder, therefore, that the Internet is home to hundreds of thousands of personal genealogy Web sites and searching for 'genealogy' in Google yields over 33 Million hits[3].

[3] Google, June 18 2007. There are also several million additional hits for translations of genealogy into other languages, such as 'genealogie' (11,900,000 hits)

Distributing Your Family Tree

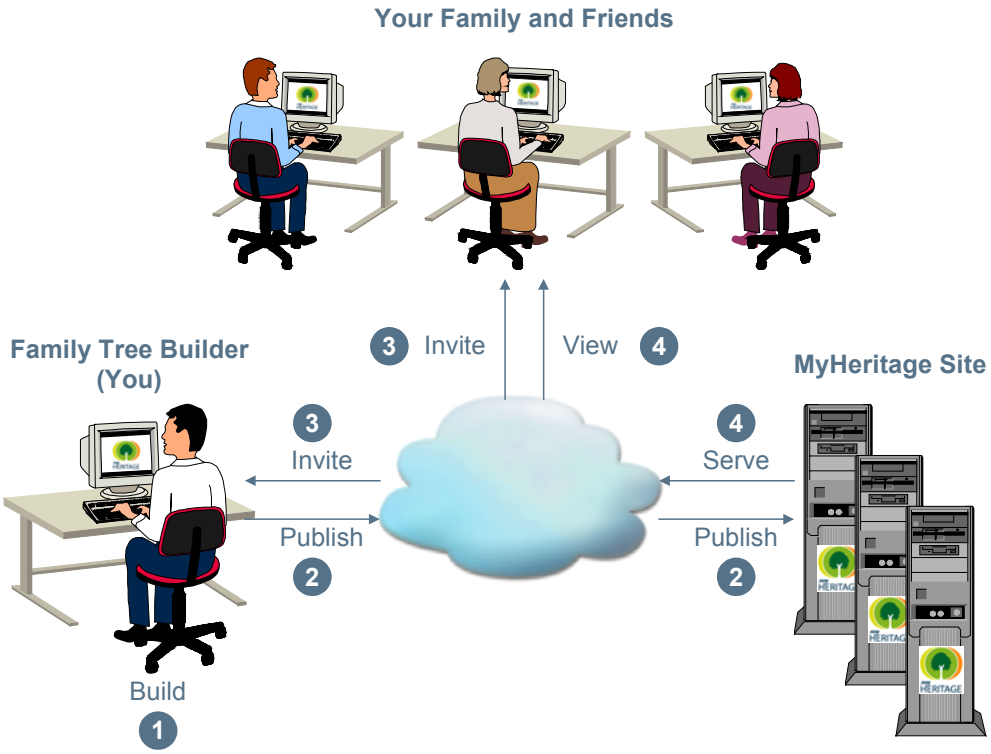
Any member of MyHeritage can build a family tree. This family tree is built and stored locally until you decide to publish it to the MyHeritage.com website. After publishing, this site is available to all your family, friends and anyone else who you invite to view it.

You have the option of defining multiple projects. Each project contains one family tree. Each family tree describes numerous people. You can publish the entire family tree to one or more sites, or you may decide to publish each different part (branch) of your family tree to a different site.

You can create a family website that is private and secure, or make it public and share it with the rest of the world. You are in complete control. Family photos uploaded to your family site can use our face recognition technology for genealogy. By sharing millions of facial templates among users, it helps you find photos of your ancestors in other users' photo albums, identify mystery people in your photos, and find relatives based on facial similarities.

Note A site can contain multiple family trees.

The following shows the flow for building and publishing your site in order to make it available for viewing by whomever you choose to invite:



1. Build your family tree on your computer using Family Tree Builder. This process includes a variety of tasks described in this guide such as: entering information about people, defining relationships, adding photos, marking faces, designing the look and feel of reports and charts and so on.
2. Publish all or part of the family tree to the MyHeritage.com website.
3. Invite people to visit the website by sending them an email, through the MyHeritage.com email interface.
4. People can now visit the website though a standard Internet browser and can modify information only if you allow them.

Doing Your Research

The following advice may help you through the process of tracing your ancestry and family history:

Choosing Your Goal

Before you begin your family history research, it is a good idea to focus on what you want to achieve. Do you wish to pursue the paternal (male) line with its continuity of surname, or the maternal (female) line, or perhaps even verify a family legend? You may find that the decision is made for you, if the research proves difficult. If, however, you decide to pursue more than one line, be sure to keep your research organized and file the results separately to avoid confusion.

Family History Begins at Home

The golden rule in family history research is to try to work backwards from what you already know. As such, family history truly does begin at home and you may be surprised at how much you already know or have access to within your own extended family. It is not necessary to have a lot of detail to start, but it makes sense to log whatever information is readily available and to seek out further details from relatives.

Best Starting Point: You

Begin by recording your own details: date and place of birth, marriage, spouse, children, and then the details of your parents, grandparents and so on, as you recall them.

Next Step: Your Relatives

Information from relatives can increase your knowledge of the family, but a patient and tactful approach is required. Family anecdotes can become distorted with the passage of time, but should still be noted for later verification. Be sure to interview your relatives, especially the older ones, as they may have information about your ancestors that you won't find in any database. Write everything down for future reference. Getting in touch with your relatives may often prove to be a rewarding and enriching experience.

Achieving Success

How successful you are in researching your family history is determined by a number of factors, many of which are beyond your control. Your success can depend on the survival of records, how common your surname was, your family's social status and level of literacy, and the possibility of transcription errors. However, success can also depend on your own tenacity, keeping an open mind and not taking anything for granted, being methodical, approaching a problem from more than one angle and corroborating any evidence you may find. In spite of the occasional **brick wall**, you may find that the genealogy hunt itself is almost as exciting as the thrill of discovery.

Documents and Photographs

Most families possess old documents or photographs, which can be of use to the family historian. Examples of documents you might find, which can significantly aid your research, are: birth, marriage and death certificates, obituaries, family bible, school certificates, university/school graduation certificates and awards, military service records, business papers, immigration papers, travel documents, diaries, address books, birthday books, letters, postcards, newspaper cuttings and memoirs.

Go through old family photographs and see how many people you recognize. Show the photos to older relatives to help jog their memory. Try to ask them to identify as many faces as possible, so that this information is preserved.

Any information that can be gathered from within the family can help establish a foundation on which to build your family history.

Read up on Family History: Join a Society

Libraries and bookshops stock a range of material on family history. You may want to consider joining a family history society in your area. For a small annual fee you will receive all the benefits of membership (magazine, research facilities, well-stocked libraries, research services and ready advice) and meet like-minded individuals. Consider also joining a society in the area in which you are conducting research. You can also turn to the Internet for an active genealogy community. You can find forums in which to post questions, read answers, hear about others' successes and failures, and find additional resources.

Pick the Right Tools

The family tree is the nucleus of any family history research and putting it together is often an exciting journey that can play out like a detective story. Maintaining the family tree information that you accumulate on paper notes may quickly get out of hand, so use genealogy software to help you keep track of the various individuals in your family tree and the relationships between them. Family Tree Builder is a good choice for this. It's free, supports multiple languages, offers a very easy interface to enter and review data, and allows you to organize your entire photo collection according to the relatives pictured.

The Internet offers a wealth of genealogy data, but this information is scattered and difficult to find. To save time, use the dedicated genealogy search engine at MyHeritage Research, as described on page X. It can help you get results from the important genealogy databases on the Internet automatically, for the surnames and individuals that you are researching.

Share and Enjoy

Once you have put together your family tree, collected some interesting old photos of your family and gathered family legends, stories and anecdotes, don't keep this treasure to yourself! Publish it on the Internet for your family and friends to enjoy. They will be able to contribute more to your research and perhaps help you fill in missing information. Distant relatives can also find you this way so that long-lost cousins can reunite as a result of your efforts. Use MyHeritage Family pages to create a family website and share your family tree and family history gems, including photos, documents, stories and more. Invite your relatives to become members in your site and open some areas in your site for access to guests from the Internet. Share and enjoy!

Chapter 2

Quick Tour

Chapter 2

Quick Tour

About This Chapter:

This chapter provides a quick tour through the various options in the Family Tree Builder interface.

- **Tree View,** page 29, describes how to view and manage people in your family tree in the graphical interface called the Tree View. This is the main window of Family Tree Builder.
- **Menu Bar,** page 49, describes the functions in the menu bar in Tree View.
- **Toolbar,** page 64, describes the functions in the toolbar in Tree View.
- **Right Click Menu Options,** page 68, describes the right-click menu options available on a person's card.

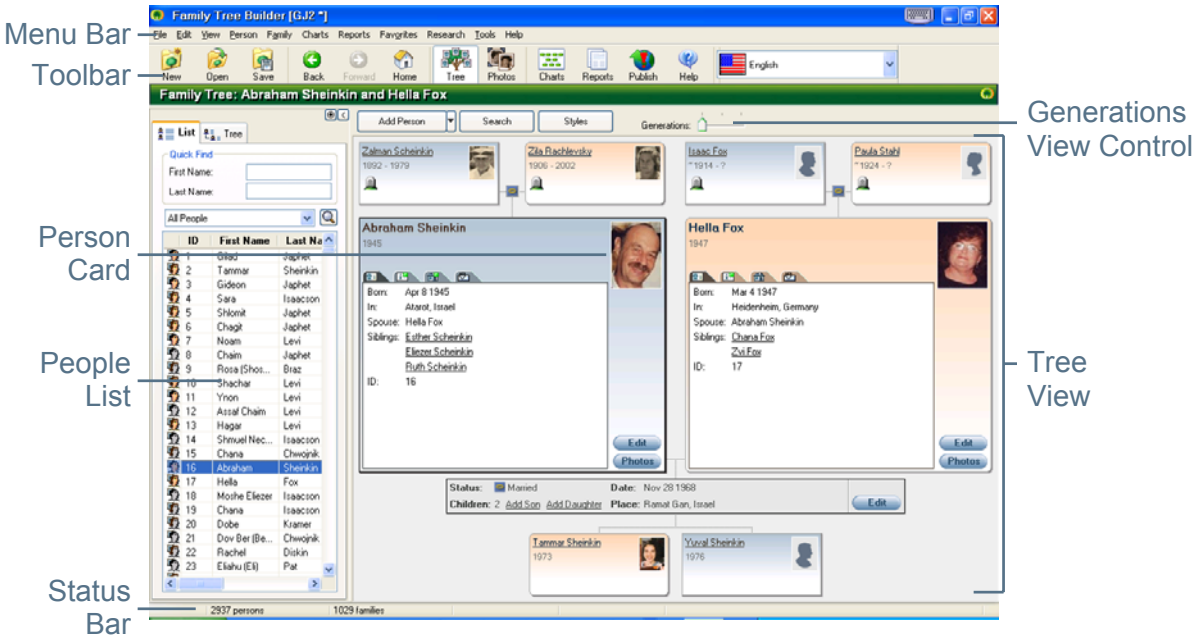
Tree View

To view and manage people in your family tree:

1 The Tree View is displayed by default when you launch Family Tree Builder.

You can also display the Tree View by clicking on the

button in the toolbar, as shown below:



This window contains the following areas:

- **Person Card,** page 31, provides a graphical representation showing a person's photo and vital information in the family tree in Tree View and enables access to all the information and functions provided by Family Tree Builder for this person.
- **People List,** page 35, lists all the people that you have already defined in Family Tree Builder and enables easy access to their photos.

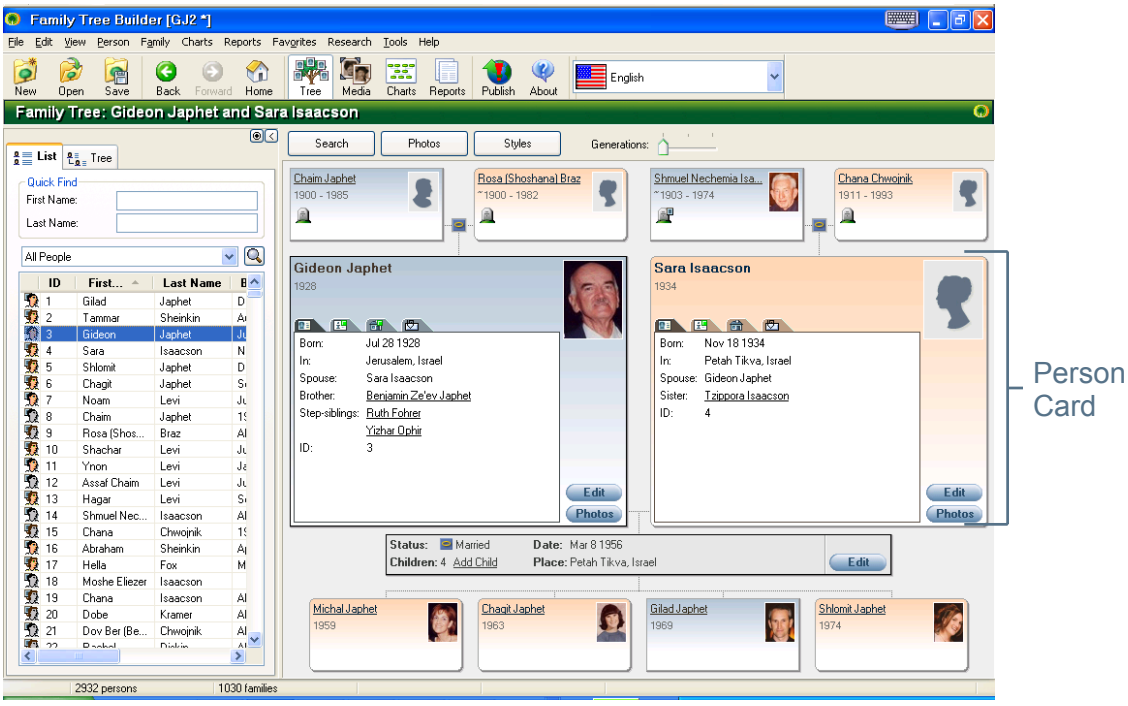
- **Menu Bar,** page 49, provides access to a variety of Family Tree Builder functions.
- **Toolbar,** page 64, provides quick access to the most frequently used Family Tree Builder functions.
- **Generations View Control,** page 49, is a slider at the top right of the window, which enables you to control how many generations are displayed in a Tree View. The default is three, and you have the option to select five or seven.
- **Search Button,** page X, enables you to specify information about a person for whom you would like to search and display in the tree view.
- **Photo Button,** page X, displays the Photo View, which shows all relevant photos.
- **Styles Button,** page X, displays the *Options* window in which you can configure various aspects of the appearance and behavior of Family Tree Builder.
- **Status Bar,** indicates how many people and photos have been added to this family tree.

Person Card

Family trees are created and edited on Family Tree Builder using an intuitive user interface that is surprisingly simple to use. Our philosophy is to keep things highly visual and effortless, enabling you to create and branch-out a family tree just as one would do using pen and paper.

A person's card allows you quick, intuitive access to a person's genealogy information. All the functions related to adding or changing information for a person can be accessed from here. You can also see an individual's information at a quick glance, such as birth date, place of birth, spouses, siblings and so on.

In Tree View, each person on the tree is represented by a card.



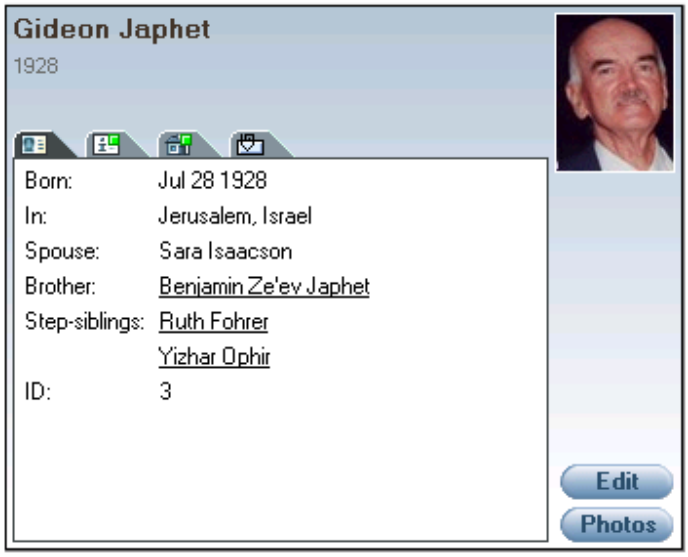
Family Tree Builder enables you to assign a single picture, or Personal Photo, to each person in order to represent them wherever possible, such as in a report, in a thumbnail that is displayed when you hover over a person in a list or when they are shown in Tree View. Typically, this photo should be a portrait of their face. You may refer to page x for instructions on defining a person's Personal Photo, which will represent them in various places in Family Tree Builder.

Note The husband and wife displayed in the center of Tree View have larger cards that display additional information, with tabs that may be clicked to view this additional information.

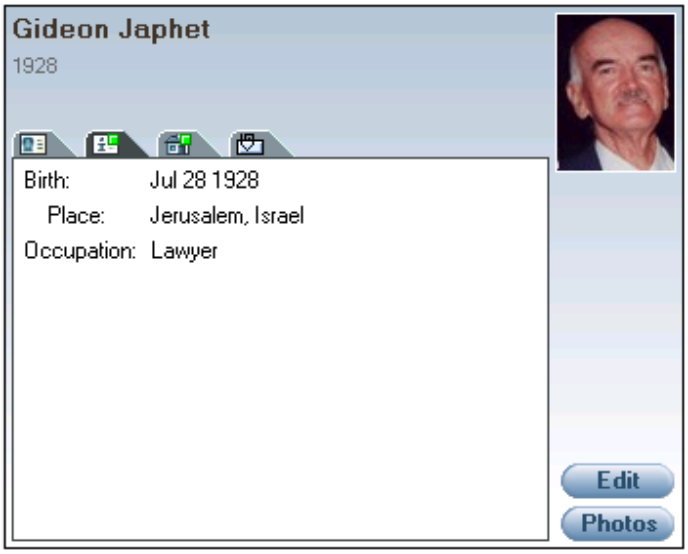
Tabs that have information in them are denoted using a small green indicator, for example:

The descendants and ancestors in this view have smaller cards showing less information.

The **Main** tab shows the following information:

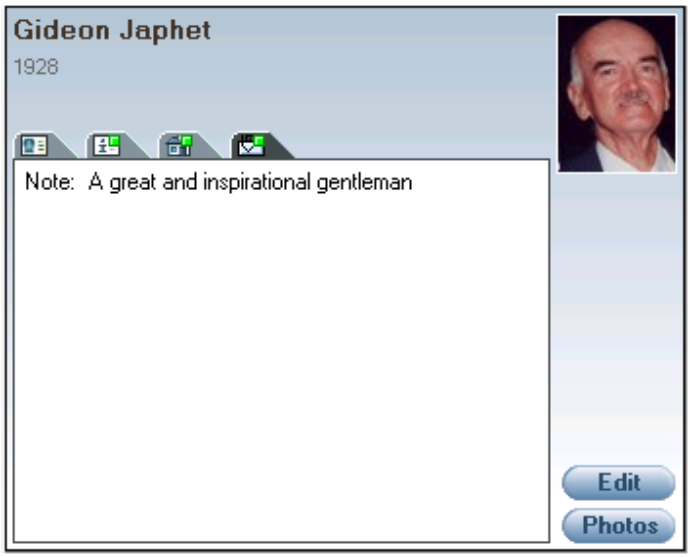


Clicking the **Info** tab shows the following information:



Clicking the **Contact** tab shows the following information:

Clicking the **Notes** tab shows the following information:



To update information about this person click the **Edit** button in their card to open a window showing their current information enabling you to update it or modify it, as described on page x.

To update the photos, documents or audio/video files about this person, click the **Photo** button in their card to open a window showing the photos that are currently defined for them, enabling you to edit or modify them, as described on page x.

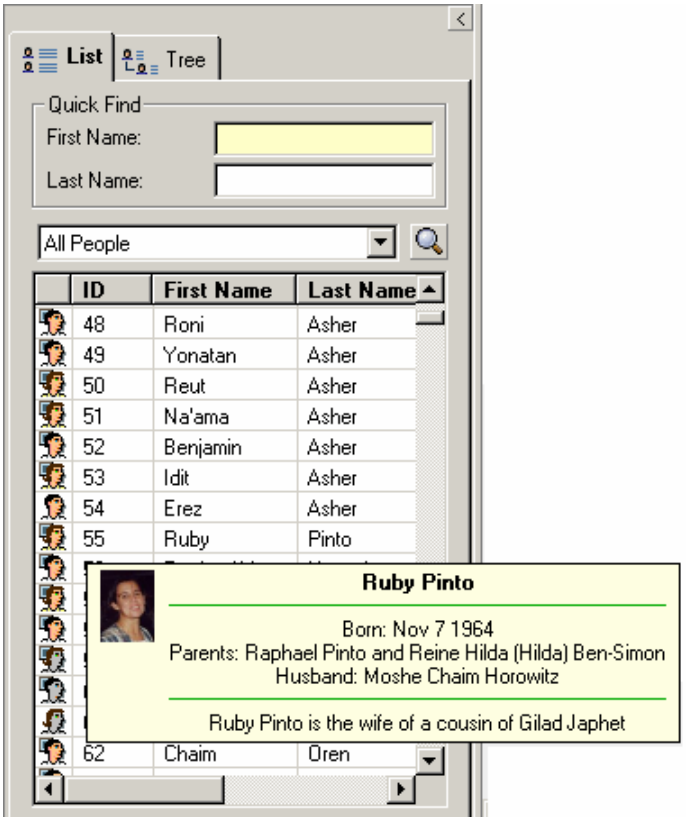
People List

The People List shown in Tree View lists all the people that you have defined in Family Tree Builder.

ID	First Name	Last Na
1	John Fitzger...	Kennedy
2	Jacqueline ...	Bouvier
3	Caroline Bo...	Kennedy
4	John Fitzger...	Kennedy
5	Joseph Patri...	Kennedy
6	Rose	Fitzgerald
7	John Francis	Fitzgerald
8	Patrick Jose...	Kennedy
9	Mary Augusta	Hickey
10	Joseph Patri...	Kennedy
11	Rosemary	Kennedy
12	Kathleen Ag...	Kennedy
13	William John...	Cavendish
14	Eunice Ken...	Kennedy
15	Robert Sarg...	Shriver
16	Maria Owings	Shriver
17	Arnold Alois	Schwarze
18	Patricia	Kennedy
19	Peter Sydney	Lawford
20	Robert Fran...	Kennedy
21	Ethel	Skakel
22	Kathleen Ha...	Kennedy
23	David Lee	Townsen
24	Meaghan	Townsen
25	Maeve	Townsen
26	Rose	Townsen
27	Kerry	Townsen
28	Joseph Patri...	Kennedy
29	Sheila	Rauch
30	Anne	Kelly
31	Robert Fran...	Kennedy
32	Emily	Black

The People List enables quick access to any person and enables you to perform almost all Family Tree Builder functions on a person in this list.

You can double-click any person in the People List to display that person's card in the Tree View, or right-click any person in the People List to display a menu of options, as described on page 35. This list also enables you to perform quick searches by typing in a first or last name and to sort the names, or see a photo of a selected person. Hovering with the mouse over the name of a person in this list displays a tooltip containing a photo. An example is shown below:



People List Fields

Each row in the People List describes a single person.

Double-click on the person in the list to show their Tree View card on the right. The Tree View is described on page 29.

ID	First...	Last Na
1786	Juan Manuel	Fontan
1787	Tomas	Fontan
165	Gal	Forenberg
1343	Keren	Forenberg
163	Uri	Forenberg
164	Yaniv	Forenberg
945	Boaz	Fox
943	Chana	Fox
544	Frima Sharon	Fox
946	Gilad	Fox
17	Hella	Fox
947	Iftah	Fox
940	Isaac	Fox
1802	Jennie	Fox
2307	Susan	Fox
942	Zvi	Fox
2026	Calvin	Foy
2027	Eli Alan	Foy
1279	Lisa	Framm
824	Anne	Franken
2407		Freed

The following describes the columns in this list, which provides a different type of information about each person.

- **Icon:** The icon in each row indicates whether the person is a male or a female, living or deceased (deceased individuals are grayed out), and whether there are photos for that person or not.

Male

Female

Live People (Colored Icon)

Deceased People (Gray Icon)

With Personal Photo (Picture Frame behind their head)

Without Personal Photo

- **ID:** A unique ID is automatically assigned to each person that you add to Family Tree Builder in the order that you added them.
- **First Name/Last Name:** When searching for a person, it is easiest to find them by typing in all or part of their name in the **Quick Find** area at the top of the People List.
- **Birth Date/Death Date:** These dates only appear for the people for whom they have been defined.
- **Relation:** Specifies the distance of the relationship between this person and the Home Person (you may refer to page x for a description of the Home Person). The number 2 specifies that this person is immediate family, such as: father, mother, spouse, son or daughter. The number 3 specifies a more distant relationship, with two steps between this person and the Home Person, such as: grandmother or grandchild. This number will go as high as your family tree is large.
- **Last modified:** Specifies the most recent date on which information was added or modified for this person.

Finding People in the People List

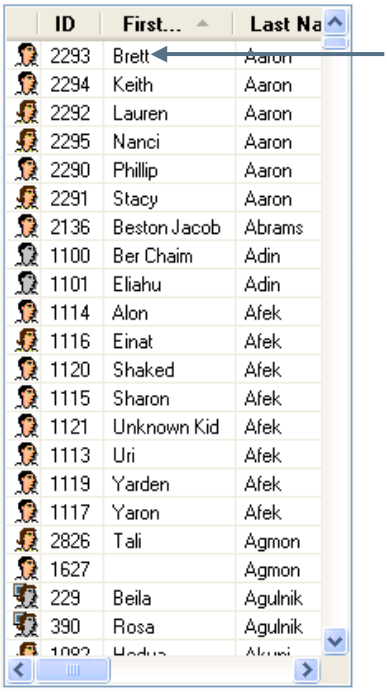
A number of options are provided for finding people in the people list, as follows:

- **Quick Find,** page 39.
- **Sorting the List,** page 40.
- **Filtering the List,** page 41.
- **Searching for People,** page 42.

Quick Find

The **Quick Find** area appears above the People List and enables you to quickly find a person in the list by entering his/her first or last name. As you type letters into the **First Name** or the **Last Name** field, the people whose name starts with this letter appear at the top of the list.

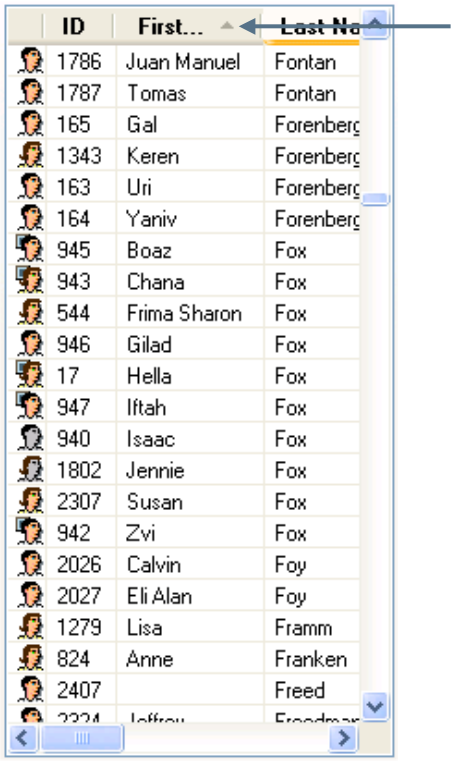
To display a person in the Tree View, simply double-click on their name in the People List.



Double-click here to display this person's card

Sorting the List

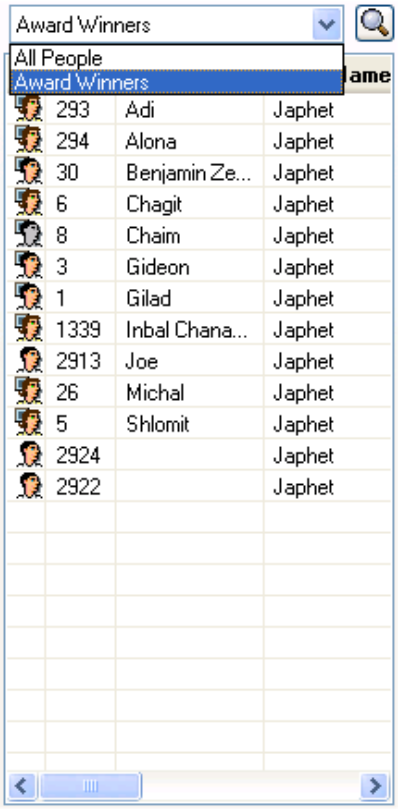
By default, the list is in the order that people were entered into Family Tree Builder. To resort the list, simply click on the title of the column by which the list should be sorted. For example, the following shows that clicking on the **First Name** column title, sorts the People List by their first name:



ID	First...	Last Na
1786	Juan Manuel	Fontan
1787	Tomas	Fontan
165	Gal	Forenberg
1343	Keren	Forenberg
163	Uri	Forenberg
164	Yaniv	Forenberg
945	Boaz	Fox
943	Chana	Fox
544	Frima Sharon	Fox
946	Gilad	Fox
17	Hella	Fox
947	Iftah	Fox
940	Isaac	Fox
1802	Jennie	Fox
2307	Susan	Fox
942	Zvi	Fox
2026	Calvin	Foy
2027	Eli Alan	Foy
1279	Lisa	Framm
824	Anne	Franken
2407		Freed

Filtering the List

A dropdown menu which appears above the People List enables you to specify whether you would like to view all the people in the list, by selecting **All People**, or a list of certain people, by implementing a **Saved Search** which filters lists according to your definitions. The following shows a Saved Search that was defined to show the award winners in the Japhet family:

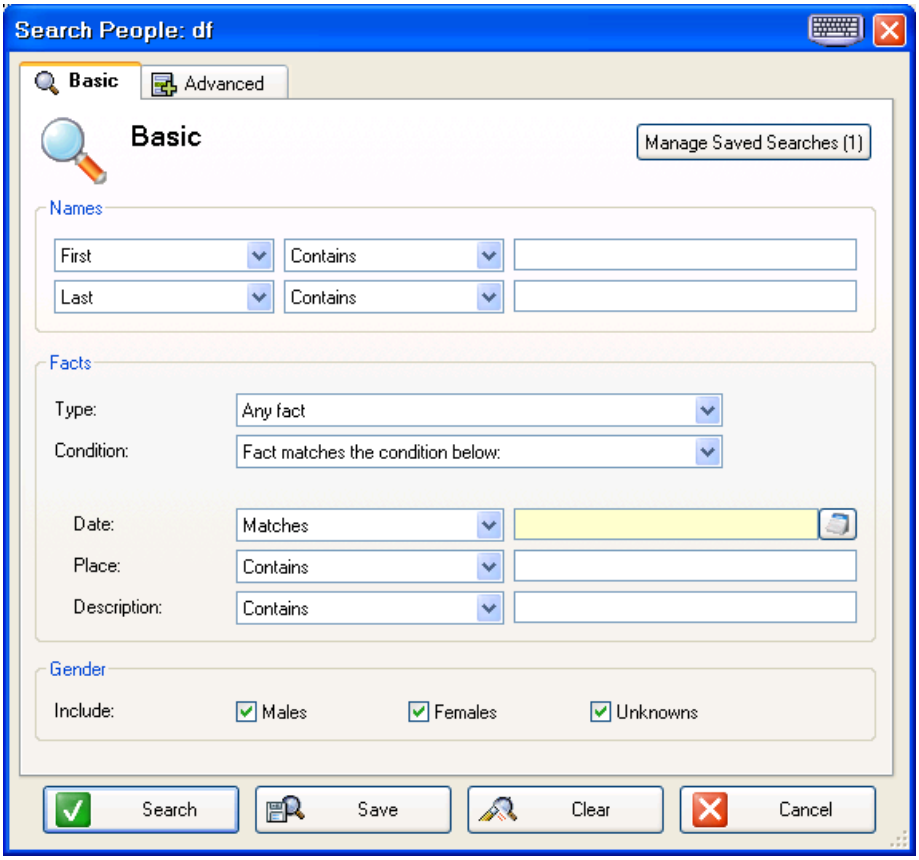


You may refer to page x for a description of how to define a Saved Search.

Searching for People

To define a new Saved Search for the People List:

1 Right-click on the **Search** icon to display the following window:



2 Enter all or part of the **First** and/or **Last Name** of the people to be included in the search results.

3 Select the **Facts** and/or **Gender** of the people to be included in the search results.

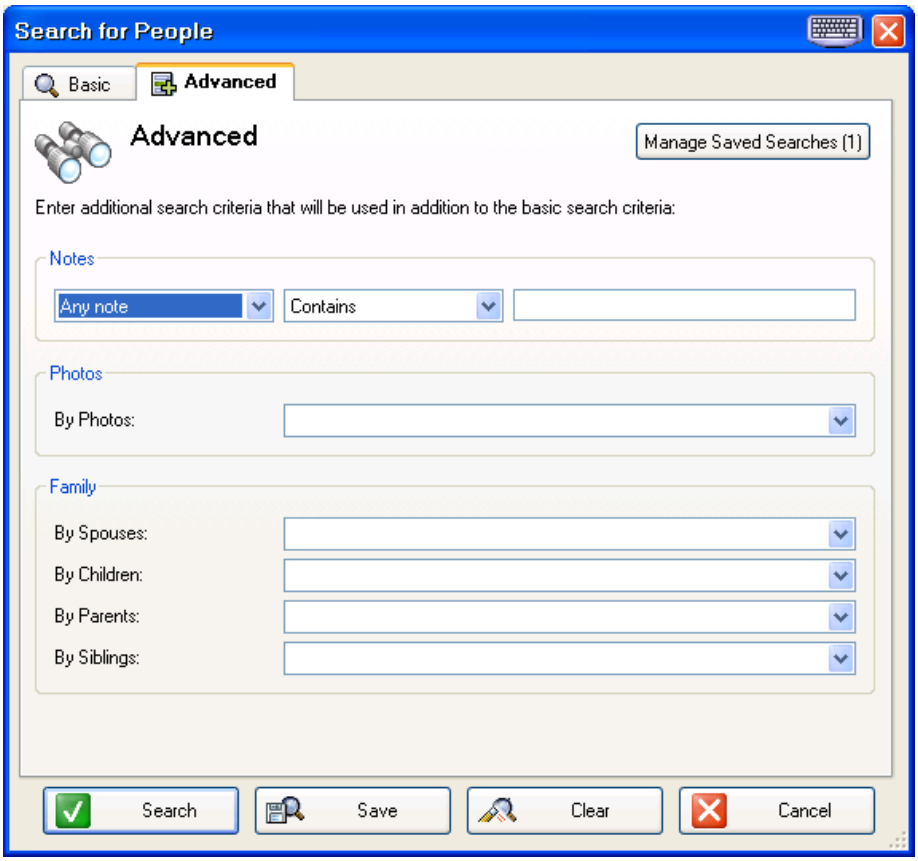
4 Click the **Save** button to save the search for future use.

5 Click the **Search** button to filter the People List.

> **Note** You may click the **Manage Saved Searches** button in the window shown above to display a window in which you can rename, delete or select a Saved Search.

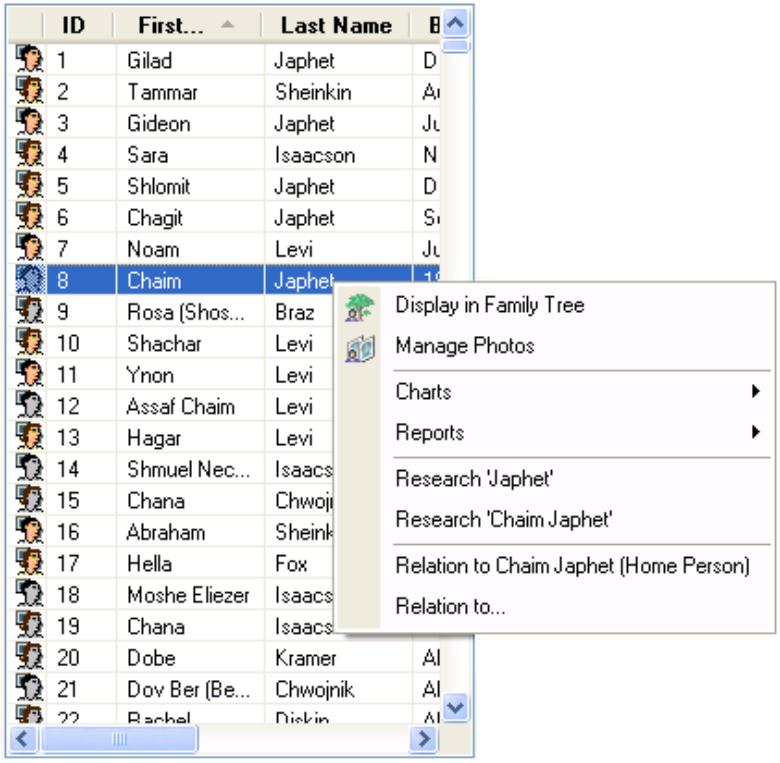
Advanced Search

If you would like to add more specific details to search, click the **Advanced** tab, as shown below, and fill out the information in the same manner as the **Basic** tab:



Right-Click Menu in the People List

When you right-click on a person in the People List, a menu of options is displayed as shown below:

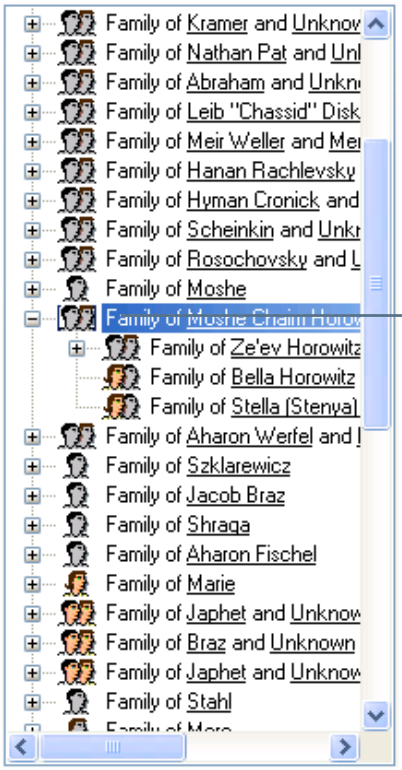


- **Display in Family Tree:** Displays the selected family in Tree View, as described on page X.
- **Manage Photos:** Displays the Photo View showing all the photos defined for this person, as described on page X.
- **Charts:** Displays a chart of ancestors or descendants of the selected person. You can select to display these charts horizontally or vertically. For more detail, you may refer to page X.
- **Reports:** Enables you to generate a variety of reports, as described on the page X.

- **Research:** Provides you with full access to the rich functionality provided by MyHeritage.com's genealogy research feature. This database will enable you to research families and/or specific people in a variety of genealogy research databases, as described on page X.
- **Relation to Person's Name:** Displays a window which describes the relationship between the selected person and the Home Person, as described on page x.
- **Relation To:** Displays a window in which you can select a person in order to see the relationship between the selected person in the People List and the person selected in the displayed window, as described on page x.

Family Tree List in the People List

Family Tree Builder contains a hierarchical tree of families, as shown below:


Family of Kramer and Unknov
Family of Nathan Pat and Unl
Family of Abraham and Unkn
Family of Leib "Chassid" Disk
Family of Meir Weller and Mei
Family of Hanan Rachlevsky
Family of Hyman Cronick and
Family of Scheinkin and Unkr
Family of Rosochovsky and L
Family of Moshe
Family of Ze'ev Horowitz
Family of Bella Horowitz
Family of Stella (Stenya)
Family of Aharon Werfel and
Family of Szklarewicz
Family of Jacob Braz
Family of Shraga
Family of Aharon Fischel
Family of Marie
Family of Japhet and Unknow
Family of Braz and Unknown
Family of Japhet and Unknow
Family of Stahl
Double-click here to see
Family in Tree View

As you can see, each family is listed in the top level branch of the tree and the family of each of their children is listed as sub-branch.

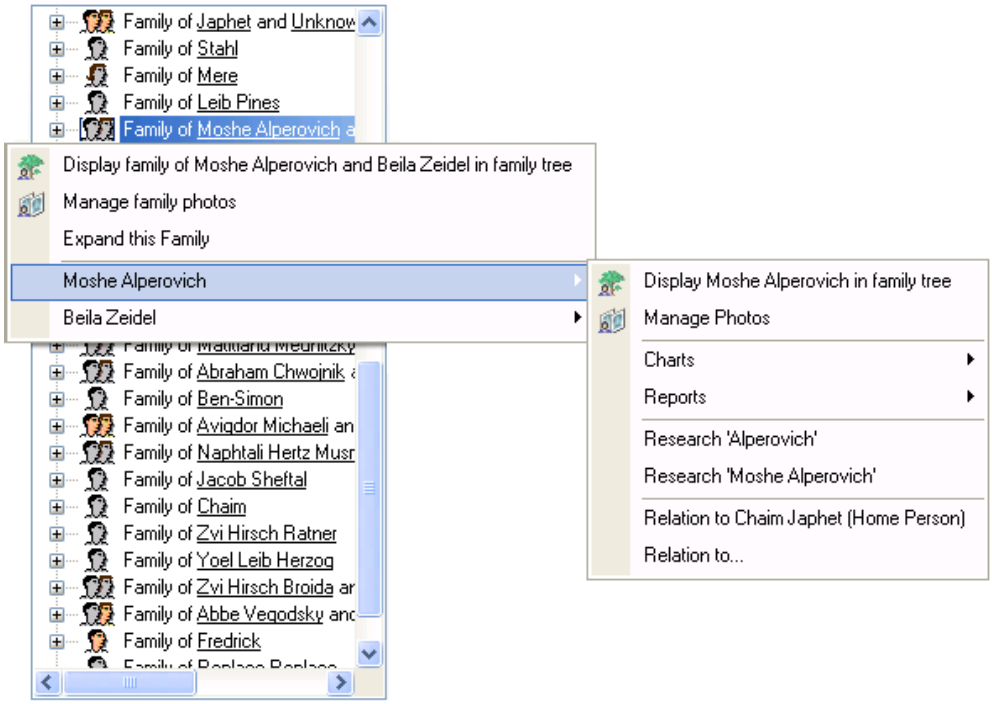
You can double-click on any family in the list to display it in the family tree on the right.

The icon representing the family in the tree may contain one or two people (a husband and wife). If a person is deceased, the icon of one of them may be grayed out.

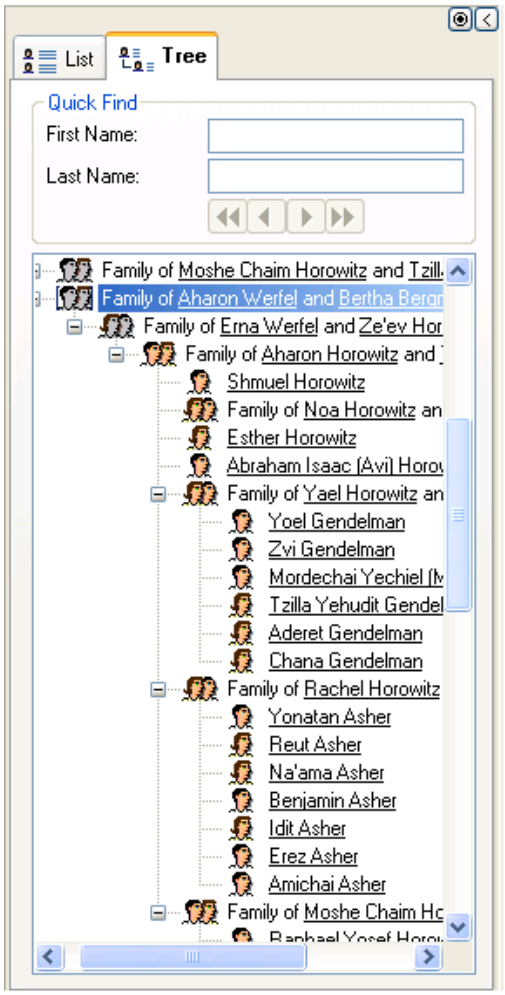
Right-Click Menu in the Family List

When you right-click on a family in the family list, a menu of options is displayed.

In addition, you can click on the name of the husband or the wife in this menu to display a sub-menu of additional options:



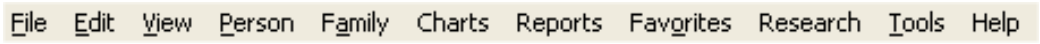
- **Display Family in Family Tree:** Displays the selected family in Tree View, as described on page X.
- **Manage Photos:** Displays the Photos View showing all the photos defined for this family as described on page X.
- **Expand this Family:** Expands the hierarchical list of this family to show the families of the children and the members of each family, an example is shown below:



The following options are available when you right-click the name of the husband or the wife in the menu above:

- **Display Husband/Wife in the Family Tree:** Displays this person in Tree View, as described on page X.
- **Manage Photos:** Displays the Photo View showing all photos, documents and video/audio files relating to this person as described in page x
- **Charts:** Displays a chart of ancestors or descendents of the selected person. You can select to display this chart horizontally or vertically. For more detail, you may refer to page X.
- **Reports:** Enables you to generate a variety of reports, as described on page X.
- **Research:** Provides you with full access to the rich functionality provided by MyHeritage.com's genealogy research feature. This database will enable you to research families and/or specific people in a variety of genealogy research databases as described on page X.
- **Relation to Person's Name:** Displays a window which describes the relationship between the selected person and the Home Person, as described on page x.
- **Relation To:** Displays a window in which you can select a person in order to see the relationship between the selected person in the People List and the person selected in the displayed window.

Menu Bar



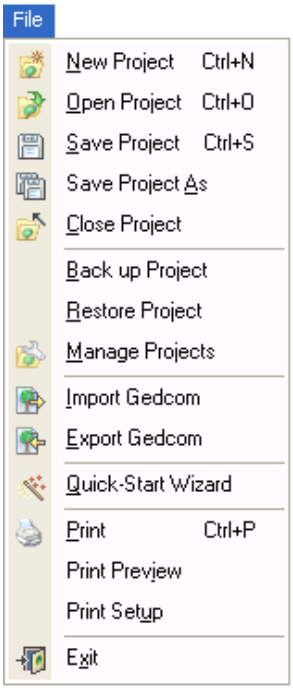
The following describes the options in the menu bar in Tree View:

> **Note** The menus that are shown and the options that are available in each menu may change according to the view that you are in (such as: Tree View, Photos View or Charts View). The following is a comprehensive list.

- **File Menu,** page 50.
- **Edit Menu,** page 51.
- **View Menu,** page 52.
- **Photos Menu,** page X.
- **Query Menu,** page X.
- **Person Menu,** page 54.
- **Family Menu,** page 57.
- **Charts Menu,** page 58.
- **Reports Menu,** page 59.
- **Favorites Menu,** page 60.
- **Research Menu,** page 60.
- **Tools Menu,** page 62.
- **Help Menu,** page 63.

File Menu

The following describes each of the options in the **File** menu:

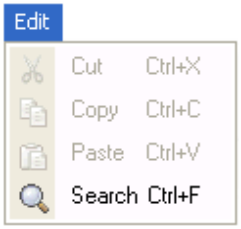


- **New Project:** Enables you to create a new project, as described on page x.
- **Open Project:** Displays a window from which you can select a project to be opened. Only one project can be opened at a time. You are offered to save your current project, if one is already open. Click the **Finish** button to load the new project. A statistics window is then displayed summarizing how many people, families, photos and so on are defined in the project that is now opened.
- **Save Project:** Saves the current project. If you have not yet created a MyHeritage.com family website, you are offered to do so now, as described on page x.
- **Save Project As:** Saves the current project with the name that you specify in the window that is displayed. Use this option when you would like to save a copy of the current project.

- **Close Project:** Closes the current project.
- **Back up Project:** Opens a wizard which will walk you through the process of creating a backup of your entire project locally on your disk or on a family tree site at MyHeritage.com.
- **Restore Project:** Restores a backed up project (as described above) and opens it in Family Tree Builder.
- **Manage Projects:** Opens a window in which you can rename, describe, delete, modify the folder, import or export a Family Tree Builder project.
- **Import/Export GEDCOM:** Opens a wizard that will walk you through the process of importing from or exporting to GEDCOM, as described on page x.
- **Quick-Start Wizard:** Opens a wizard that will walk you through the process of creating a new genealogy project or importing an existing project, or opening an existing project.
- **Print/Print Preview/Print Setup:** These are standard Windows features.
- **Exit:** Exits and closes the Family Tree Builder application.

Edit Menu

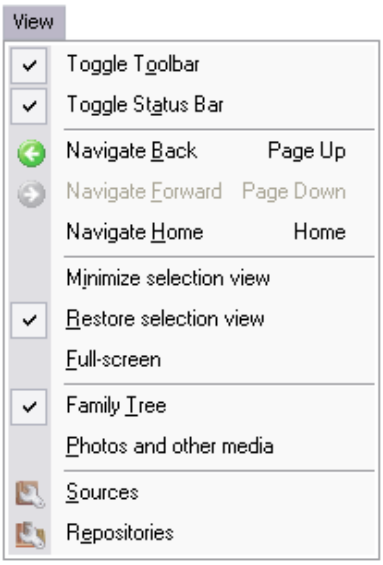
The following describes each of the options in the **Edit** menu:



- **Cut/Copy/Paste:** These are standard Windows features.
- **Search:** Displays a window in which you can enter information in order to search for specific people, as described on page x.

View Menu

The following describes each of the options in the **View** menu:



- **Toggle Toolbar:** Shows or hides the toolbar in Family Tree Builder, which is described on page x.
- **Toggle Status Bar:** Shows or hides the status bar in Family Tree Builder, which is described on page x.
- **Navigate Back:** Returns to the previously displayed window in Family Tree Builder.
- **Navigate Forward:** Goes to the window that was displayed before you clicked the **Back** button in Family Tree Builder.
- **Navigate Home:** Displays the Home Person as the central individual in the Tree View, meaning as the husband or wife in the center of the Tree View. You may refer to page x for a description of how to define a Home Person.
- **Restore selection view:** Redisplays the People List in its full size. The People List is described on page x.

- **Minimize selection view:** Minimizes the People List on the display to give more room for the display of Tree View, Media View or Charts. The People List is described on page x. You can click on the **>** button to enlarge the People List again.

- **Full-screen:** Displays the Family Tree Builder window on the entire screen. To exit this mode, click inside or press the Esc key.
- **Family Tree:** Displays Tree View, as described on page x.
- **Photos and other media:** Displays Photos View, as described on page x.
- **Sources:** Displays a window in which you can manage sources used in citations, as described on page x.
- **Repositories:** Displays a window in which you can manage the repositories used in citations, as described on page x.

Person Menu

The person menu enables you to access various MyHeritage options regarding a person and their relationship to other family members, as shown below:

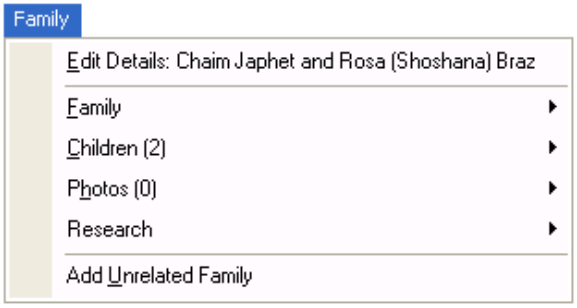
- **Edit Details:** Opens the **Edit Details** window which enables you to modify or add to the information already entered in Family Tree Builder about a person, as described on page x.
- **Person:** Enables you to display this person in the center of the Tree View, add or remove them from the **Favorites** menu, define them as the Home Person or delete them, as described on page x.
- **Parents:** Shows the number of parents defined for this person, their names and their type, such as Adopting. Simply select one of the parents in the menu to show their card in the Tree View. The options in this menu enable you to add, attach, detach, replace and manage parents, as described on page x.
- **Siblings:** Shows the number of siblings defined for this person and their names. Simply select one of the siblings in the menu to show their card in the Tree View. The options in this menu enable you to add or attach siblings, as described on page x.

- **Spouses:** Shows the number of spouses defined for this person and their names. Simply select one of the spouses in the menu to show their card in the Tree View. The options in this menu enable you to add, attach, detach or manage spouses as described on page x.
- **Photos:** Provides the following photo handling options:
  - **Manage Photos:** Provides a variety of options for handling the photos of this person, as described on page x.
  - **Add Photos:** Enables you to add a photo for this person, as described on page x.
  - **Virtual Cemetery:** Displays the virtual cemetery in Family Tree Builder which shows photos, documents and audio/video files relating to the death, funeral and/or tombstone, as described on page x.
  - **Load Personal Photo:** Family Tree Builder enables you to assign a single photo to each person in order to represent them wherever possible, for example, in a report, in a thumbnail that is displayed when you hover over a person in a list or when they are shown in Tree View. Typically, this photo should be a portrait of their face. This option enables you to select a photo to be used as this person's Personal Photo in Family Tree Builder.
  - **Clear Personal Photo:** Clears the association of this person to the defined Personal Photo. From now on, a silhouette will be displayed for this person until you define another Personal Photo.
- **Research:** Launches MyHeritage.com's genealogy research feature and automatically starts researching this person's name, as described on page X.

- **Relation:** Provides the following options:
  - **Define as Home Person:** Defines the currently selected person as the home person, as described on page x.
  - **Relation to Person's Name:** Displays a window which describes the relationship between the selected person and the Home Person, as described on page x.
  - **Relation To:** Displays a window in which you can select a person in order to see the relationship between the selected person in the People List and the person selected in the window that is displayed.
- **Charts:** Enables you to display a variety of charts about the selected person, as described on page X.
- **Reports:** Enables you to generate a variety of reports, as described on the following page x.
- **Add Unrelated Person:** Enables you to define another person. This person is not yet defined as a relation to anyone in the family tree. Later you can attach this person to a family, as described on page X.

Family Menu

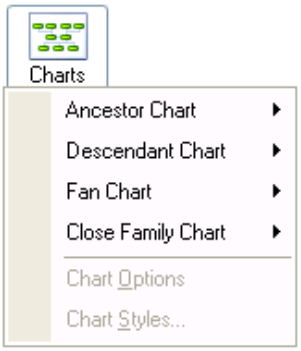
The **Family** menu enables you to access various MyHeritage options regarding a family and the people that are members of this family, as shown below:



- **Family:** Enables you to display or delete a family or to determine the marital status of the husband and wife in the family, as described on page X.
- **Children:** Enables you to add attach and manage the children of the selected person and to navigate directly to a child's name if they are listed in this menu, as described on page X.
- **Photos:** Enables you to manage and add photos, as described on page x.
- **Research:** Launches MyHeritage.com's genealogy research feature and automatically starts researching the name of the person, as described on page X.
- **Add Unrelated Family:** Enables you to define another husband and wife team. Later you can attach one of these people to another family.

Charts Menu

The Chart menu provides a variety of attractive and detailed charts representing your Family Tree. The following describes each of the options in the **Charts** menu:



- **Ancestor Chart:** Shows the selected person, his or her spouse(s) and the parents, grandparents and so on, as described on page x.
- **Descendant Chart:** Shows the selected person, his or her spouse(s), the children, the grandchildren and so on, as described on page x.
- **Fan Charts:** Shows the selected person and that person's descendants or ancestors in a chart that is shaped like a fan.
- **Close Family Charts:** Shows the selected person and a few close generations of that person's family.
- **Chart Options:** Enables you to determine the content and appearance of a chart of your family tree, as described on page x.
- **Chart Styles:** Enables you to define the general appearance of a chart and the facts that will be included in it, as described on page x.

Reports Menu

The following describes each of the options in the **Reports** menu:

- **Book Report,** page X, displays a simple wizard that walks you through the process of producing a report for a specific person, as described on page x.
- **Family Group Sheet,** page X, generates a report showing the details of the selected person and their immediate family.
- **Relationships,** page X, generates a report showing all the relationships of the selected person to all the other people in your project.
- **Ancestors Report,** page x, describes how to generate a report showing all the relationships of the selected person to all the other people in your project.
- **Descendants Report,** page x, describes how to generate a report showing all the relationships of the selected person to all the other people in your project.
- **Timeline Report,** page x, describes how to generate a report showing all the relationships of the selected person to all the other people in your project.

- **Descendants Summary Report,** page x, describes how to generate a report showing all the relationships of the selected person to all the other people in your project.
- **Address Lists,** page x, describes how to generate an alphabetical list (in the order of each person's name) of the addresses of all the people in the family tree.
- **Open Reports Folder:** Displays a list of folders into which reports have been stored previously, as described on page x.

Favorites Menu

The following describes each of the options in the **Favorites** menu:

- **Remove person from Favorites:** Enables you to remove a person from this menu.
- **Organize Favorites:** Enables you to determine the order in which people appear in this menu.
- **People's Names:** Lists the favorite people that you have added so that when you select a person's name from this menu, that person is displayed in the center of the Tree View.

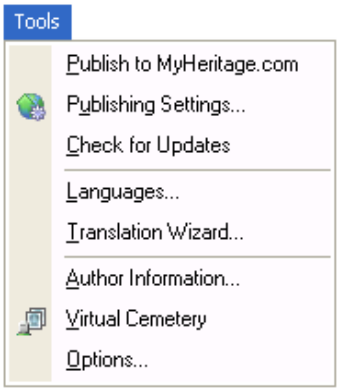
Research Menu

The following describes each of the options in the **Research** menu:

- **Open MyHeritage Research:** Provides you with full access to the rich functionality provided by MyHeritage.com's genealogy research feature. This database will enable you to research families and/or specific people in a variety of genealogy research databases, as described on page X.
- **Research Person:** Launches MyHeritage.com's genealogy research feature and automatically starts researching the person's name that you select in this menu, as described on page X.

Tools Menu

The following describes each of the options in the **Tools** menu:

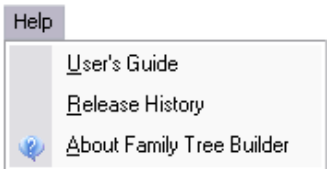


- **Publish to MyHeritage.com:** Publishes your family tree to your MyHeritage.com website so that anyone you invite can view it using a standard web browser on the Internet.
- **Publishing Settings:** Displays the list of publishing requests and enables you to modify them, add new requests, visit the site or publish them, as described on page x.
- **Check for Updates:** Checks whether a newer version of Family Tree Builder is available for downloading.
- **Languages:** Enables you to select the language used in Family Tree Builder, as described on page x.
- **Translation Wizard:** Displays the Family Tree Builder Translation Wizard that walks you through the process of translating all or some of the data in your current project, as described on page x.
- **Author Information:** Displays a window in which you can enter information about the author of this family tree. This information will be used if you export this family tree into GEDCOM format.

- **Virtual Cemetery:** Displays the virtual cemetery in Family Tree Builder which shows photos, documents and audio/video files relating to a death, funeral and/or tombstone of the entire family or of the specified person(s), as described on page x.
- **Options:** Describes additional options for configuring the behavior of your family tree, as described on page x.

Help Menu

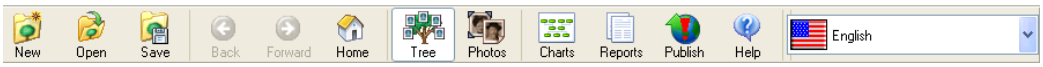
The following describes each of the options in the **Help** menu:



- **User's Guide:** Opens this document. This document is periodically updated on MyHeritage.com site and it will be offered to you whenever a new version becomes available..
- **Release History:** Shows information about the new features in the latest releases of Family Tree Builder.
- **About Family Tree Builder:** Displays information about the current version of Family Tree Builder.

Toolbar

The following shows the toolbar that appears at the top of the Family Tree Builder window and enables you quick access to a variety of options:

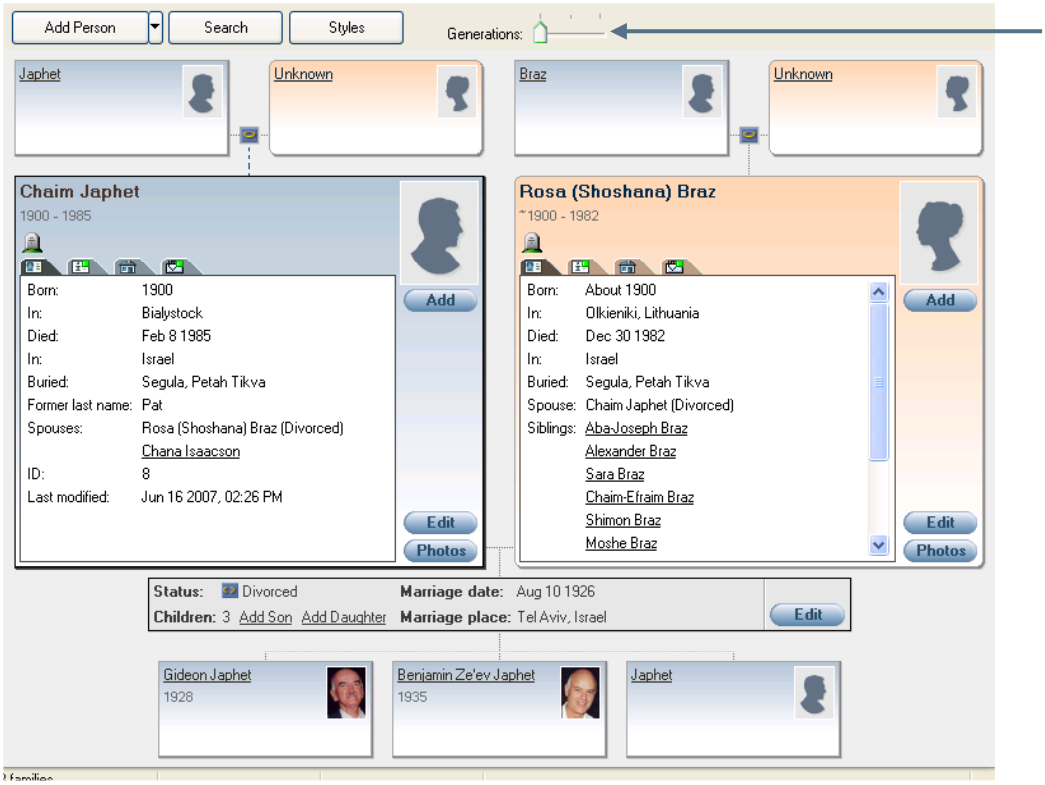


- **New:** Enables you to create a new project, as described on page x.
- **Open:** Displays a window from which you can select a project to be opened. Only one project can be opened at a time, so it will offer to save your current project, if one is open. Click the **Finish** button to load the new project. A statistics window is then displayed summarizing how many people, families, photos and so on, are in the project that is now opened.
- **Save:** Saves the current project. If you have not yet created a site, it will offer you to do so now, as described on page x.
- **Back:** Returns to the previously displayed window in Family Tree Builder.
- **Forward:** Goes to the window that was displayed before you clicked the **Back** button in Family Tree Builder.
- **Home:** Displays the home person as the focus of the Tree View, meaning as the husband or wife in the center of the Tree View. You may refer to page x for a description of how to define a Home Person.
- **Tree:** Displays the *Tree View* window, as described on page x.
- **Photo:** Displays the *Photo View* window, as described on page x.
- **Charts:** Enables you to display a chart of ancestors or descendants either vertically or horizontally, as described on page x.
- **Reports:** Enables you to generate various reports describing your family tree, as described on page x.
- **Publish:** Publishes your family tree to the MyHeritage.com website so that anyone you invite can view it using a standard web browser on the Internet, as described on page x.

- **About:** Displays information about the current version of Family Tree Builder.
- **Language:** Enables you to select the language used in Family Tree Builder, as described on page x.

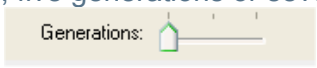
Generations View Control

By default, three generations are shown in the tree view example as shown below:



In the window above Eliahu and Ester are the husband and wife in the Tree View, the parents of each of them are shown above them and their children are shown below them.

Note Information about a marriage is shown immediately under the husband-and-wife cards.

The option to view three generations (the default and the most clutter-free mode), five generations or seven generations is enabled by the generation slider: 

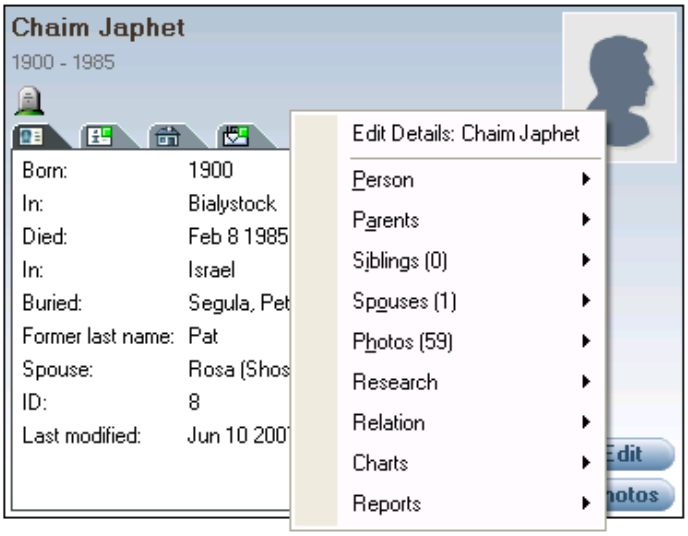
that appears at the top of the Tree View.

To navigate to any person and to make them the focus of the Tree View, click on the person's name.

For each person, a Personal Photo is displayed if one was defined. Defining a Personal Photo for each person makes it much more intuitive to navigate in a family tree when photos are displayed for each individual, especially if you are familiar with people in the family.

Right-Click Menu Options

The following describes the options that are available to you when you right-click on a person's card, as shown below:

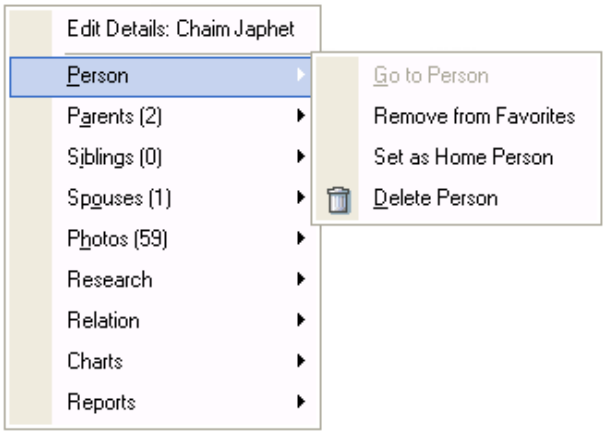


At a glance this menu provides information about how many parents, children spouses and photos have been defined for this person. For example: Chaim has 1 spouse, no siblings and 59 photos, as shown above.

Edit Details

This option opens the **Edit Details** window which enables you to modify or add to the information already in entered in MyHeritage about a person as described on page x.

Person



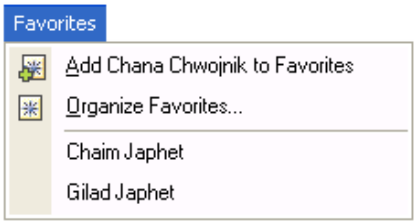
Go to Person

This option displays the current person as the focus of the Tree View, meaning that this person's card now appears in the center of the Tree View.

This option is inactive if the current person is already in focus.

Add to Favorites

This option adds the currently selected person to the **Favorites** menu. The **Favorites** menu provides a quick means of bringing the person that you select in that menu into focus. An example of the **Favorites** menu is shown below. This one contains two favorite people:



Set as Home Person

This option defines the currently selected person as the home person. Each family tree has one home person around whom the family tree is centered. The home person is influential for several reasons, as follows:

- Clicking the **Home** button brings this person into focus, meaning that it displays this person in the center of the Tree View.

  When you display information about a person, for example by hovering over that person in the People List, the relationship between that person and the home person is displayed as shown below:

- When you right-click on a person and select the **Relation** option, then this person's relationship to the home person is displayed.

You can change a home person at any time by selecting this option.

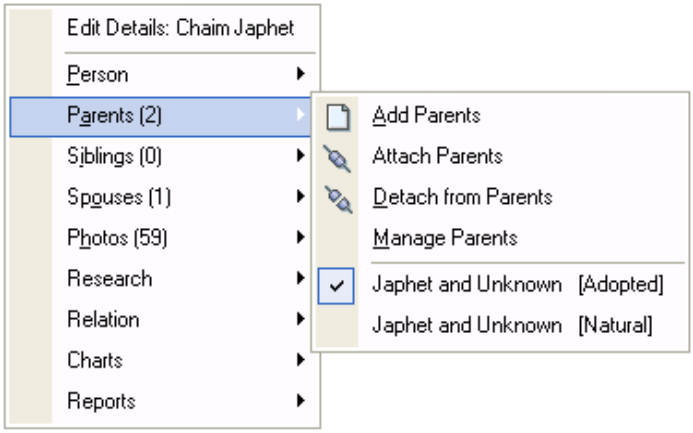
Delete Person

You can delete this person at any time. If this person has relationships a warning is displayed.

Parents

When you right-click on a person's card in Tree View, the menu shows the number of parents defined for this person, their names and the category of parents they are, such as biological or adopting. Simply select one of the **Parents** in the menu to show their card in the Tree view.

The following options are available for defining parents:



Add Parents

Additional parents can be added to a person at any time. For example, adoptive parents or biological parents may be added in addition to the currently defined parents.

The Family window is displayed in which you define these parents, as described on page x.

Attach Parents

This option enables you to connect a person to a set of parents that have already been defined in Family Tree Builder. A window is displayed in which you can select parents. You can hover over a row to see photos of those people.

Detach Parents

This option enables you to disconnect parents from a person. The definition of these parents will still remain in Family Tree Builder, but they will no longer be defined as the parents of this person.

Manage Parents

This option opens a window in which you can see a list of the currently defined parents and in which you can add and define their type, such as Adopted, and in which you can attach, replace and detach parents.

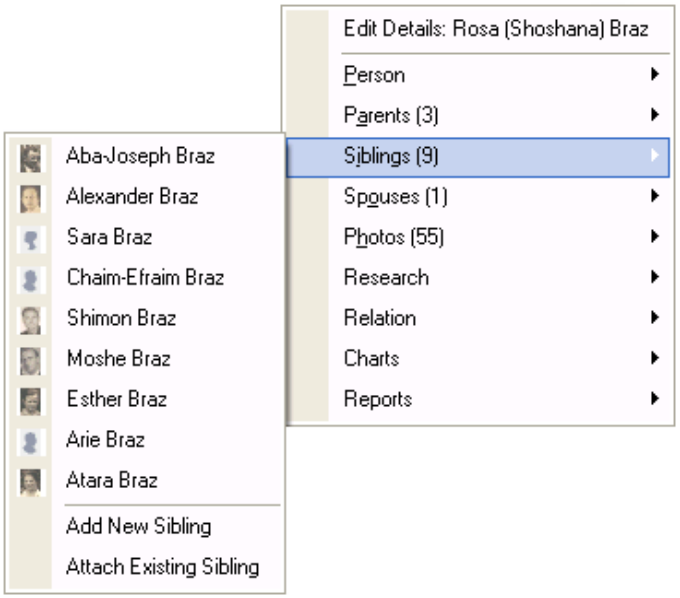
List of Parents

This option lists all the parents defined for this person and indicates their type, such as Adopted.

Siblings

When you right-click on a Person's Card in Tree View, the menu shows the number of siblings defined for this person and their names. Simply select one of the siblings in the menu to show their card in the Tree View.

The following options are available for defining siblings:



Add Sibling

This option enables you to add additional siblings to the selected person. A window is displayed in which you can define siblings in the same way that you define any person in the Family Tree Builder. For more information refer to page X.

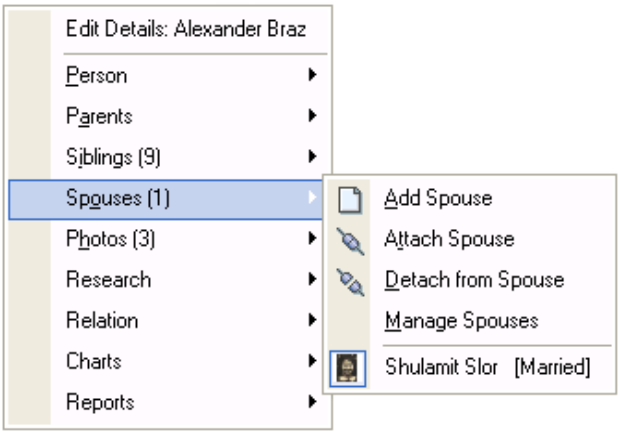
Attach Existing Sibling

This option enables you to attach a person that has already been defined in Family Tree Builder as the siblings of the selected person. A window is displayed from which you can select a person as the sibling of this person.

Spouses

When you right-click on a person's card in Tree View, the menu shows the number of spouses defined for this person and their names. Simply select one of the spouses in the menu to show their card in the Tree View.

The following options are available for defining spouses:



Add Spouse

This option enables you to add additional spouses to the selected person. A window is displayed in which you can define a spouse in the same way that you define any person in the Family Tree Builder. For more information refer to page X.

Tip You can later use the Manage Spouses option as described on page X, in order to specify the exact spousal relationship, such as married, divorced, friends, separated and so on.

Attach Spouse

This option enables you to create a spousal relationship between two persons already existing in your family tree.. A list of family tree members is displayed from which you can select the spouse to attach..

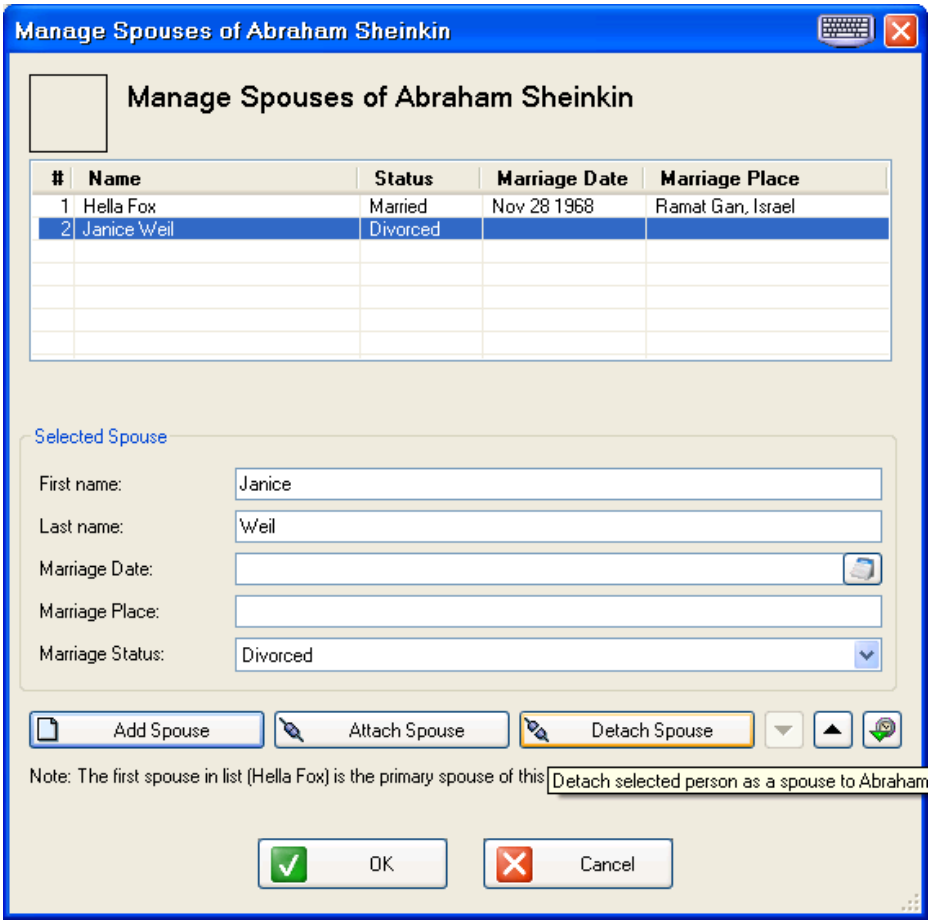
Tip You can later use the **Manage Spouses** option as described on page X, in order to specify the exact spousal relationship, such as married, divorced, friends, separated and so on.

Detach From Spouse

This option enables you to disconnect a spouse from a person. The definition of this spouse will still remain in Family Tree Builder but he or she will no longer be defined as the spouse of this person.

Manage Spouses

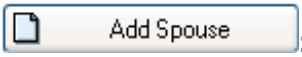
Use this option when a person has more than one spouse. It enables you to define more information about their relationship. Particularly interesting is the marriage status, which specifies if a spouse is married, windowed, divorced, separated and so on. The following window is displayed:


Manage Spouses of Abraham Sheinkin
Manage Spouses of Abraham Sheinkin
Name Status Marriage Date Marriage Place
1 Hella Fox Married Nov 28 1968 Ramat Gan, Israel
2 Janice Weil Divorced
Selected Spouse
First name: Janice
Last name: Weil
Marriage Date:
Marriage Place:
Marriage Status: Divorced
Add Spouse
Attach Spouse
Detach Spouse
Note: The first spouse in list (Hella Fox) is the primary spouse of this
Detach selected person as a spouse to Abraham
OK
Cancel

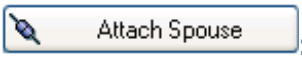
The top of the window lists the spouse and a brief summary of their information.

The middle of the window provides all the details about the spouse whose row is selected in the top of the window and enables you to edit it. The **Marriage Status** field may be of particular interest in the case of multiple spouses.

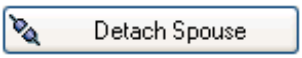
The bottom of the window provides the following buttons:



: Displays a window in which you can define a new person who will be a spouse.



: Displays a list of family tree members from which you can select the spouse to attach.



: Detaches the selected spouse.

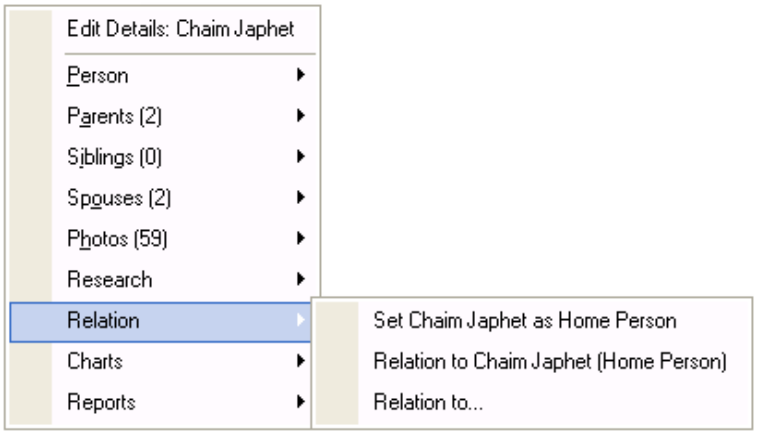
: Select the row of a spouse and click the up or down arrow button to move the spouse up or down in the list.

: Click this button to sort the spouses in chronological order.

Relation

This option enables you to define the selected person as a home person, you may refer to page X for a definition of the home person. It also allows you to see information about the relationship of this person to other people in the family tree.

The following options are available in this menu:



Set as Home Person

This option defines the currently selected person as the home person. Each family tree has one home person who is given special treatment in Family Tree Builder, as follows:

- Clicking the **Home** button brings this person into focus, meaning that it displays this person in the center of the Tree View.

  When you display information about a person, for example by hollering over that person in the People List, the relationship between that person and the home person is displayed as shown below:

- When you right-click on a person and select the **Relation** option, then this person's relationship to the home person is displayed.

You can change a home person at any time by selecting the option **Set XXX as Home Person**.

Relation to Home Person

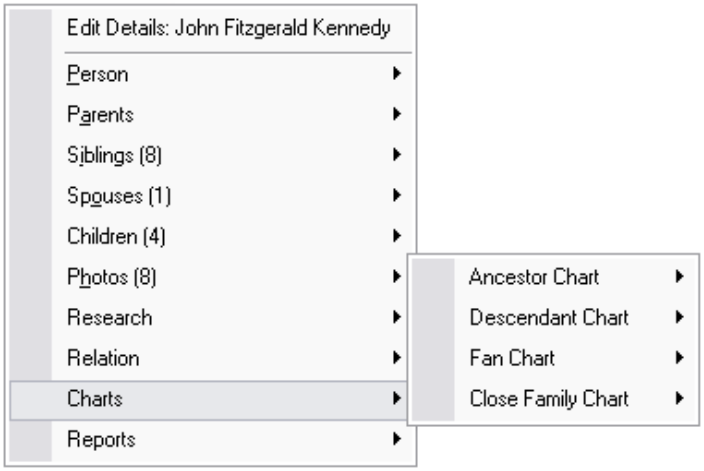
This option displays the relationship of the selected person to the home person. You may refer to page x for a description of the home person.

Relation to

This option enables you to define the relationship of the selected person to anyone in the family tree. A window is displayed listing all the people in the family tree.

Charts

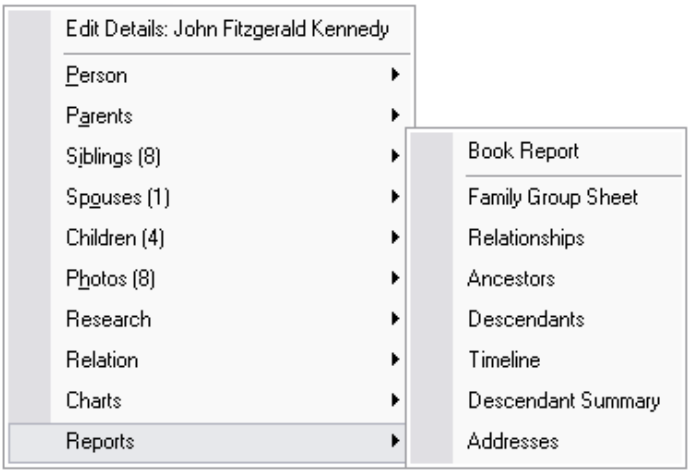
This option enables you to display a chart of ancestors or descendents of the selected person. You can select to display this chart horizontally or vertically. For more detail, you may refer to page X.



Reports

This option enables you to generate a report by walking you through a simple wizard in which you can specify the options that you would like generated in the report. Each report is different, as described on the following pages:

- **Book Report,** page X.
- **Family Group Sheet,** page X.
- **Relationships,** page X.
- **Ancestors,** page X.
- **Descendants** page X.
- **Timeline,** page X.
- **Descendant Summary,** page X.
- **Addresses,** page X.



Chapter 3

Getting Started

Chapter 3

Getting Started

About This Chapter:

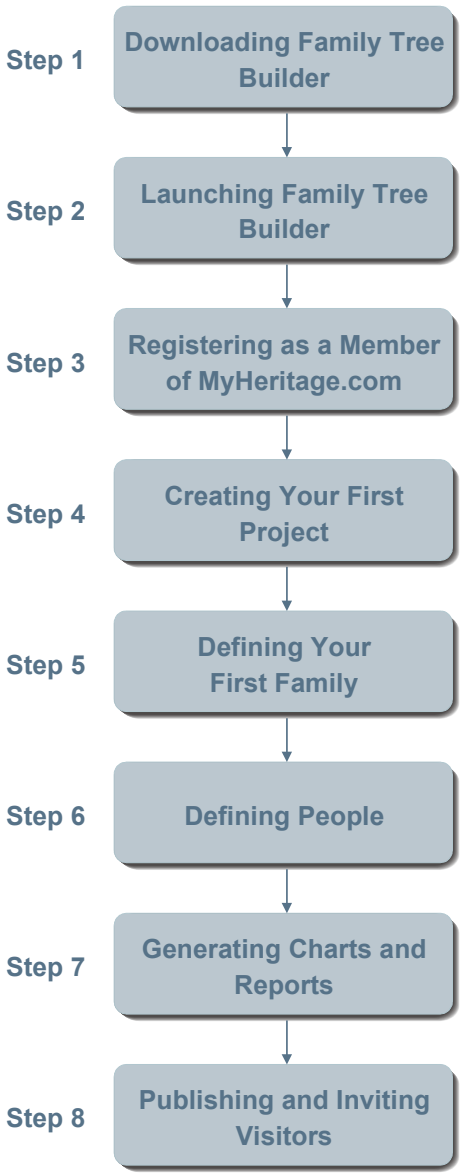
This chapter suggests a workflow for getting started with Family Tree Builder and describes how to start adding people to your family tree. It contains the following sections:

- **Using Family Tree Builder,** page 84, describes a basic workflow for building a tree using Family Tree Builder.
- **Creating Your First Project,** page 89, describes how to create a project.
- **Adding a Family,** page 94, describes how to define a family.
- **Describing a Person,** page 98, describes how to define a person.
- **Expanding the Family,** page 116, describes how to extend the family tree by defining family members as they are related to the people that you have already defined.
- **Editing Information,** page 124, describes how to edit families and people after they have been defined.

- **GEDCOM and Family Tree Builder,** page 134, describes how to import your data from a GEDCOM file.
- **Entering Dates,** page 137, describes the variety of options available for entering dates or ranges of dates in Family Tree Builder.
- **Citations,** page 141, describes how to identify the sources and repositories that you used for your research.

Using Family Tree Builder

The following is a simple workflow that you may use when building a tree using Family Tree Builder:



Step 1: Downloading Family Tree Builder

Family Tree Builder is available free of charge from MyHeritage.com, Simply navigate to the website and follow the instructions that describe how to install it on your computer.

After it is installed, the following icon appears on the desktop:

Step 2: Launching Family Tree Builder

You can launch MyHeritage Family Tree Builder by double-clicking on its desktop icon, shown above or by starting it from the **All Programs** menu available from the **Start** menu:

Step 3: Registering as a Member of MyHeritage.com

If you have not yet registered as a member of MyHeritage.com, then do so now. If you are already a registered member, login with your user member information.

If you decide not to register with MyHeritage.com, you can build your family tree using all the available features in Family Tree Builder. Even if you do not register, you can still build and save your family tree, however, you will not be able to publish it to MyHeritage.com until after you have registered.

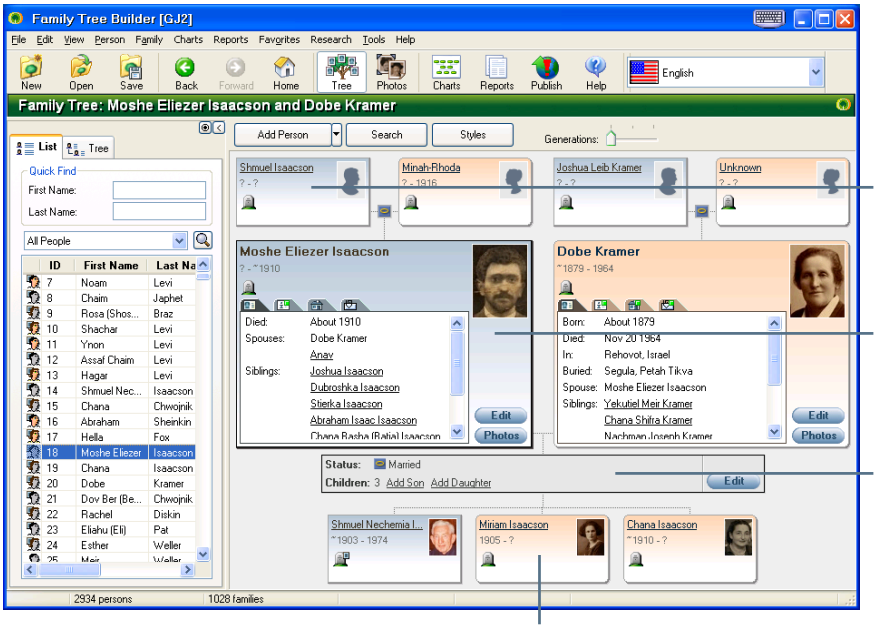
Step 4: Creating Your First Project

Each project in Family Tree Builder represents a family tree. You can have as many projects as you like. Typically, each project represents a family tree comprised of many related families.

The process of creating a project will automatically offer you the option to create a site on MyHeritage.com. You can create a site even if you have not yet filled out your family tree. This will be the website to which you will later invite people to visit through the Internet.

Step 5: Defining Your First Family

After you define a project, you are automatically offered the option to create your first family, which means a husband, wife, children and two pairs of parents (one for the husband and one for the wife). Simply click the **Add Family** button that is displayed after you create your project to see Family Tree Builder's attractive and easy-to-use graphical interface for defining the people in the family. This is called Tree View, as shown below and as described on page x. Instructions for defining your first family are provided on page x.


Family Tree Builder [GJ2]
Family Tree: Moshe Eliezer Isaacson and Dobe Kramer
Moshe Eliezer Isaacson
Dobe Kramer
Status: Married
Children: 3 Add Son Add Daughter
Double-click here to describe this father
Double-click here to describe this person
Double-click here to describe this family
Double-click here to describe this child

Step 6: Defining People

Double-click on the card of any person in this view to display the windows in which you can describe them by adding basic details, photos, documents, audio/video files, facts, notes and citations, as described on page x.

Step 7: Generating Charts and Reports

Family Tree Builder enables you to generate a rich variety of charts and reports that show off your family tree, as described on page x.

Step 8: Publishing and Inviting Visitors

Publish your family tree to your website on MyHeritage.com and invite people to come see it using their standard web browser, as described on page x.

Creating Your First Project

Each project in Family Tree Builder represents a family tree. You can have as many projects as you like. Typically, each project describes a family tree that contains numerous related families.

You may also decide to save different versions of a family tree in different projects as a backup in case you would like to return to information that you have already changed. In addition, all project information is backed-up on MyHeritage.com servers after you publish it, as described on page X.

When you create a new project you are asked to specify its name and the primary and secondary language to be used in the project, as described on page X.

The initial project that is created is empty. You can fill the project with information about your family tree as described throughout this guide or you may import data that was stored in GEDCOM format. You may also import a project that was created in Family Tree Builder or Family Tree Legends. The **Import** function is described on page 134.

Note Family Tree Legends is another genealogy application that was integrated into Family Tree Builder and therefore the projects created in it can be easily imported.

To create a new project:

1 From the **File** menu select **New Project** or click the

icon on the toolbar. This window may also appear automatically to help you get started.

Create New Genealogy Project
Please type in a unique name for the new project in the box below. For worldwide compatibility, you are requested to use English letters (A to Z) only.
As with any input field in this application, if you need help with the typing, you may use the Virtual Keyboard by clicking the small keyboard image at the top right corner of this screen.
Project Name:
Sher Family
When you are done, click 'Next' to proceed
Back
Next
Cancel

2 Enter the name of your project in the **Project Name** field. It must be entered in English letters and it may also include spaces and basic characters. The project name must be a legal file name in Windows.

3 Click the **Next** button to display the following window:

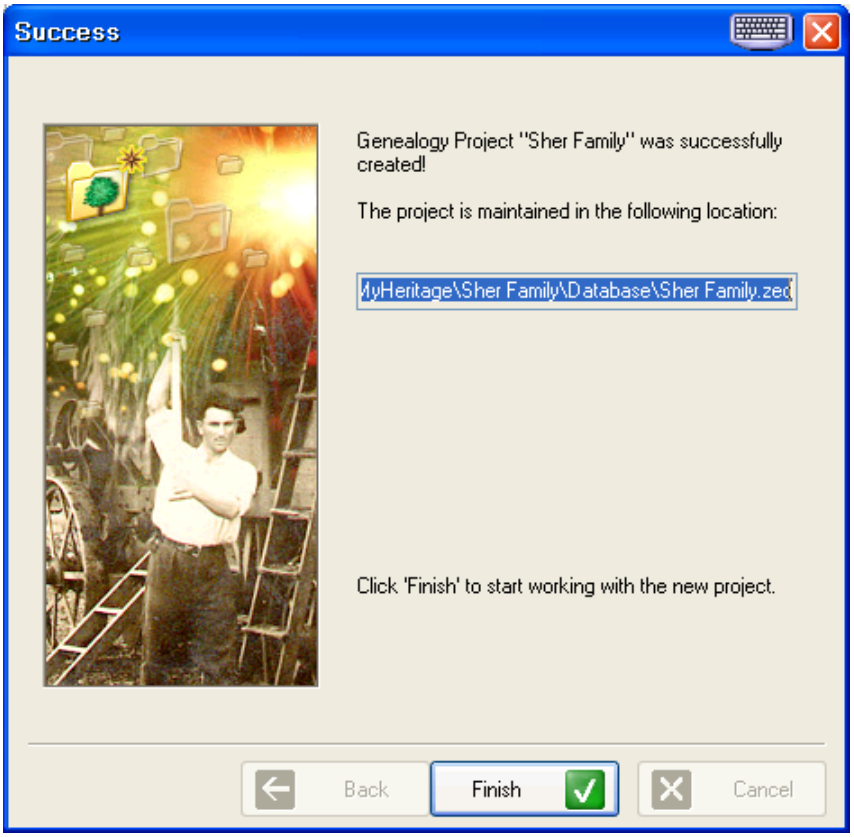
Language Selection
Please select your preferred Display Language and Data Languages. These languages can be the same, or different if you prefer.
You may modify your language selections later on using the Languages Dialog
Primary Language
Select your language for this application's user interface and for data that you intend to enter in this project
English
Secondary Language
Select the secondary language for the data that you intend to enter in this project
No Secondary Language
Back
Next
Cancel

4 Select the **Primary Language** which will determine the language that is shown in the Family Tree Builder user interface and the language of the data that you will enter.

If you would like to enter data in an additional language, select this language in the **Secondary Language** field.

Note Family Tree Builder provides a dual-language mode, which enables you to enter and view data in two languages. You may refer to page X for more information.

5 Click the **Next** button to display the following window:

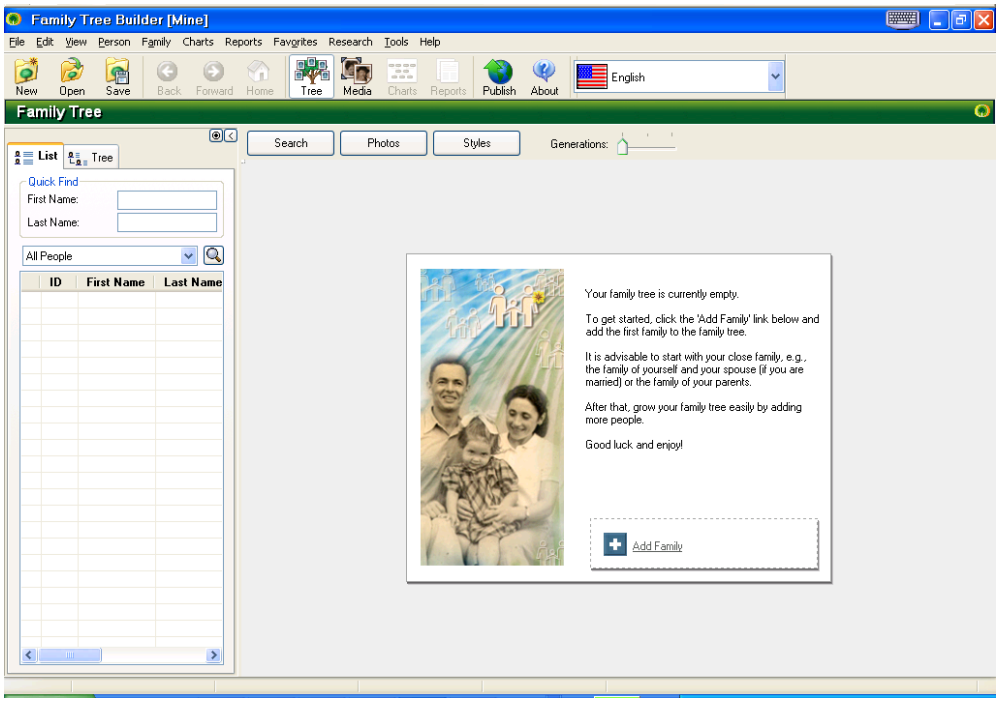


You may change the folder in which the project is stored by typing the location that you want in the field shown in this window.

This window indicates that your project has been created successfully.

Note Your project is not stored on MyHeritage.com and it is not available to be viewed by anyone through the Internet until you publish it, as described on page X.

6 Click the **Finish** button to display the following window:


Family Tree Builder [Mine]
File Edit View Person Family Charts Reports Favorites Research Tools Help
New Open Save Back Forward Home Tree Media Charts Reports Publish About
English
Family Tree
List Tree
Quick Find
First Name:
Last Name:
All People
ID First Name Last Name
Search Photos Styles Generations:
Your family tree is currently empty.
To get started, click the 'Add Family' link below and add the first family to the family tree.
It is advisable to start with your close family, e.g., the family of yourself and your spouse [if you are married] or the family of your parents.
After that, grow your family tree easily by adding more people.
Good luck and enjoy!
Add Family

You can now add your first family by clicking the

button. For a description of how to add a family, proceed to page X.

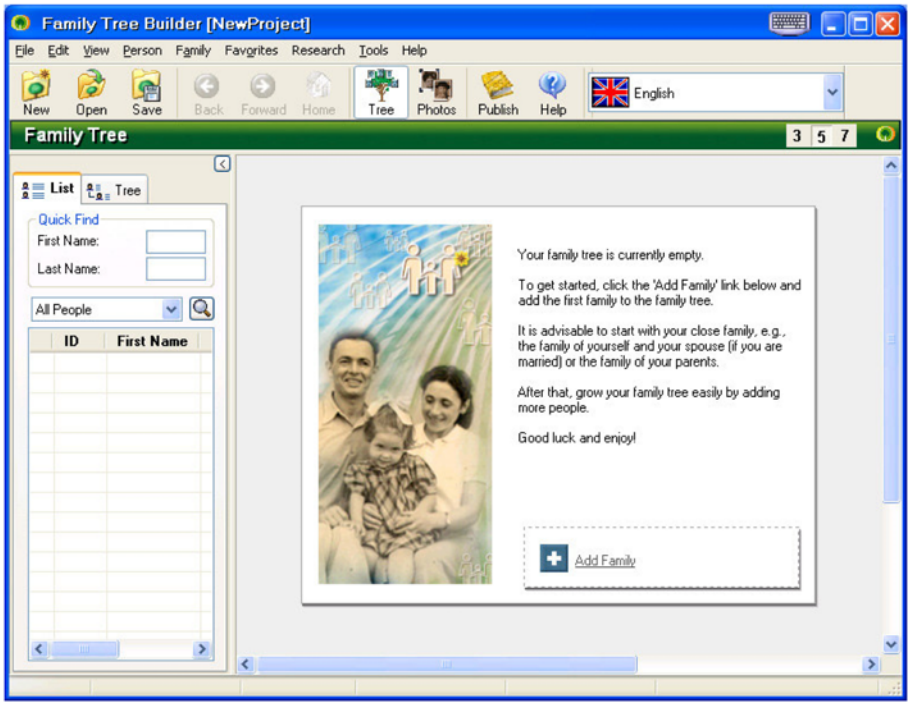
Adding a Family

Family trees are created and edited in Family Tree Builder using an intuitive graphical user interface that is surprisingly simple to use. It is highly visual making the process almost effortless. This enables you to create and branch out a family tree just as one would do using pen and paper.

Note Family Tree Builder is installed with a project describing the Kennedy family to serve as an example for you.

Tip You can also add a family by using the **Add Unrelated Family** option in the *Family* menu, as described on page x.

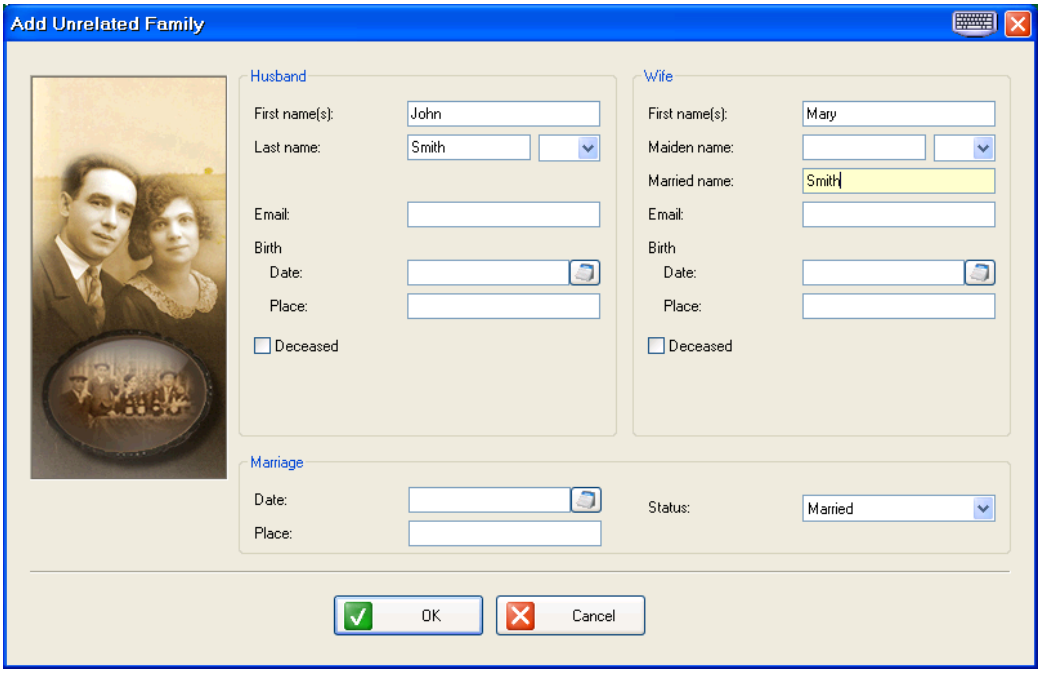
For as long as your project is empty, Family Tree Builder will invite you to build the first family from which descendants and ancestors can be defined graphically, as shown below:


Family Tree Builder [NewProject]
File Edit View Person Family Favorites Research Tools Help
New Open Save Back Forward Home Tree Photos Publish Help
English
Family Tree
3 5 7
List Tree
Quick Find
First Name:
Last Name:
All People
ID First Name
Your family tree is currently empty.
To get started, click the 'Add Family' link below and add the first family to the family tree.
It is advisable to start with your close family, e.g., the family of yourself and your spouse (if you are married) or the family of your parents.
After that, grow your family tree easily by adding more people.
Good luck and enjoy!
Add Family

A variety of ways are available for you to get started in building your first family and to fill out and enrich the information that describes members of that family. The following describes one simple option for doing this.

Click the **Add Family**

button to get started. The following window is displayed:



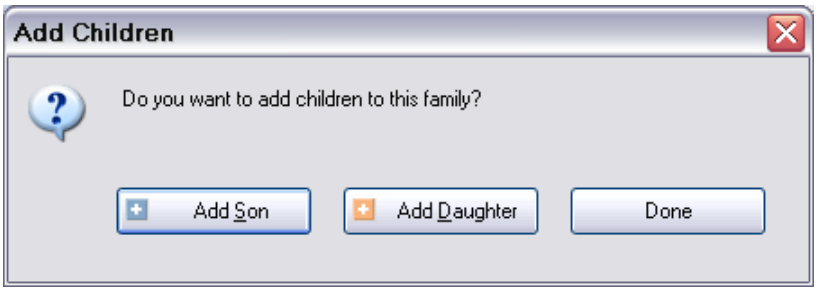
Defining the Husband and Wife

Fill out the details of the husband and the wife of this family.

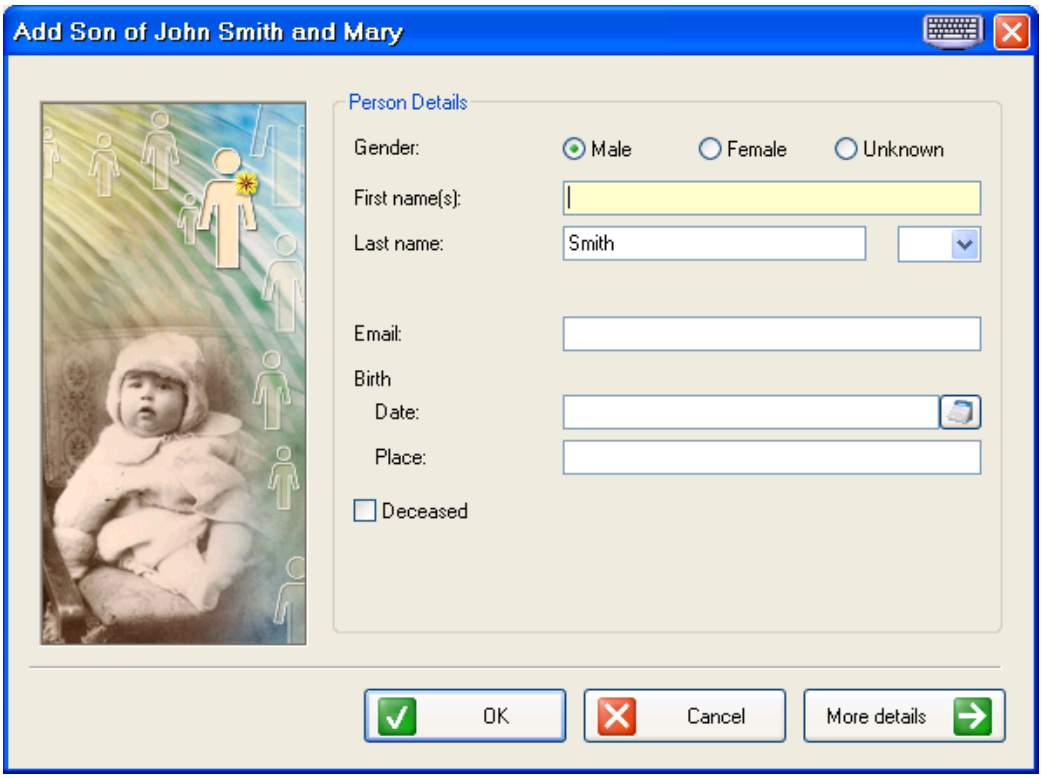
Entering the maiden name of a woman (meaning her surname before her marriage) enables Family Tree Builder enrich the connections in your family tree.

To enter a date, either type it into the field or click on the **Date** icon that appears on the right of each date field. Family Tree Builder provides a rich variety of options for entering dates or ranges of dates, as described on page 137.

After filling this window and clicking OK you are prompted to add children to the family, as shown below:



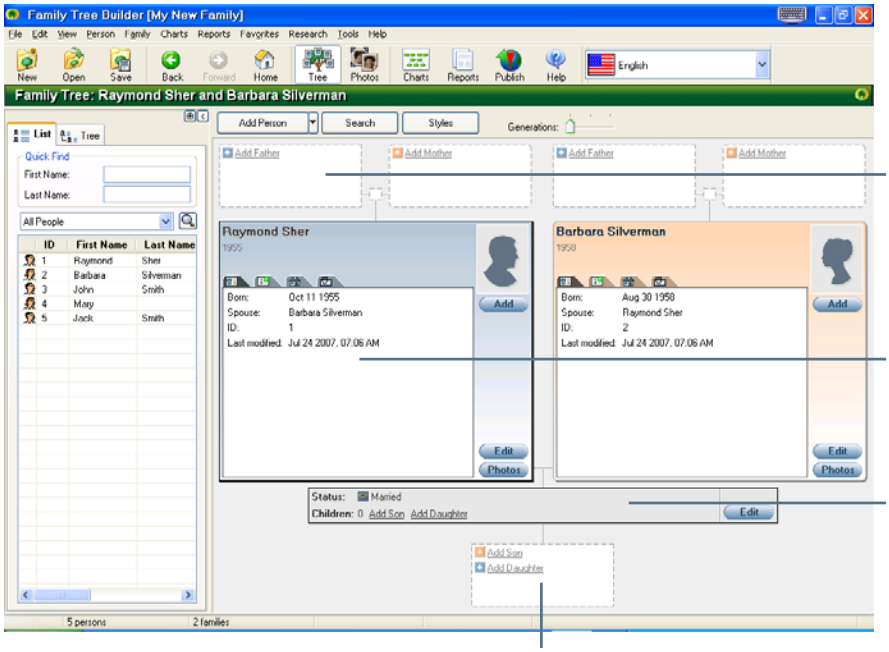
Click the **Add Son** or the **Add Daughter** button to display a window similar to the following:



Fill in the details describing this child. You can then click the **More details** button to define a variety of details about this child, as described on page x, or you can click **OK** to return to the *Add Children* window, shown on the previous page. You can then add more children in the same way as described above until you click **Done**. After you click **Done**, the Tree View is then redisplayed showing the husband and wife.

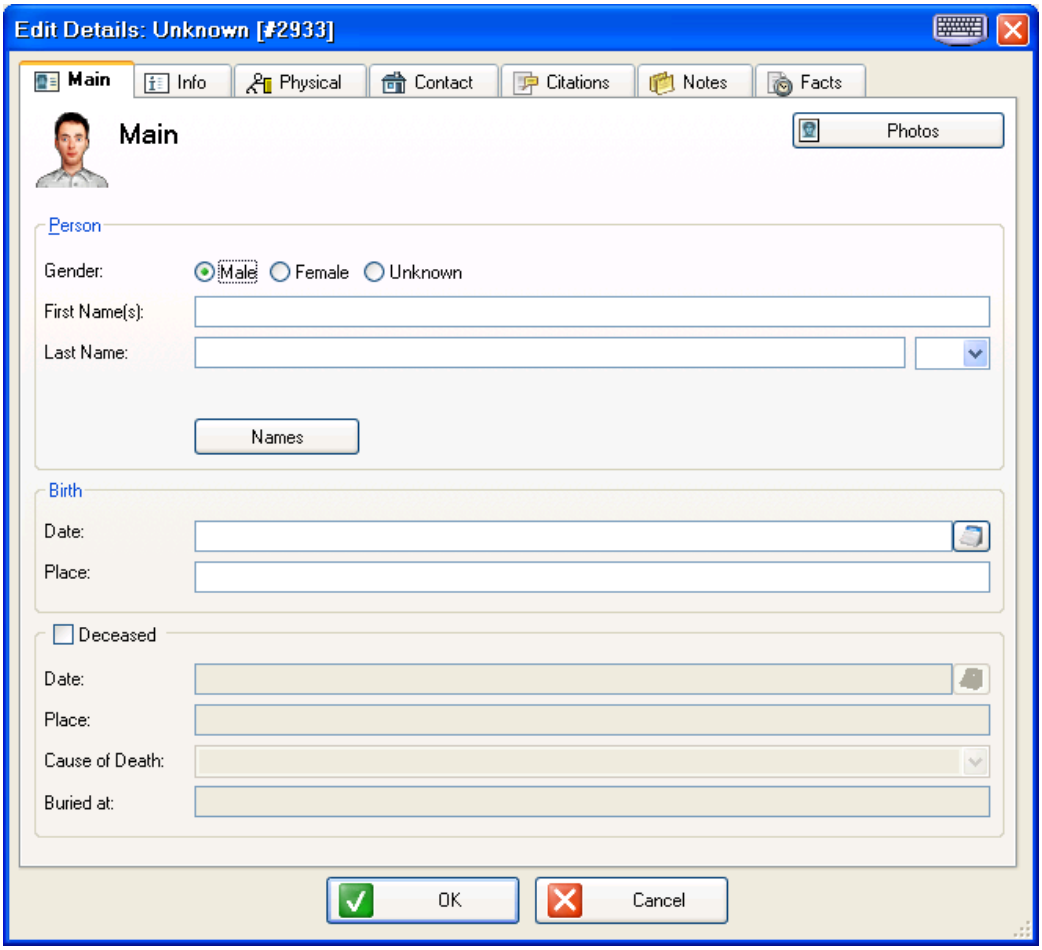
Describing a Person

A simple way to start describing a person in your family tree is to double-click on their card or on an empty **Add Father**, **Add Mother** or **Add Child** box.


Family Tree Builder [My New Family]
Family Tree: Raymond Sher and Barbara Silverman
Raymond Sher
Barbara Silverman
Double-click here to describe this father
Double-click here to describe this person
Double-click here to describe this family
Double-click here to define a son or a daughter

Whether you are adding a mother, a father, a spouse or a child to an existing person, or adding a person unrelated to all others, the **Add Person** wizard is shown.

The easiest way to define a new person in Family Tree Builder is to double-click on their card in the Family Tree View. The following window is in displayed enabling you to enter a variety of information for this person:



This window contains the following tabs for describing this person:

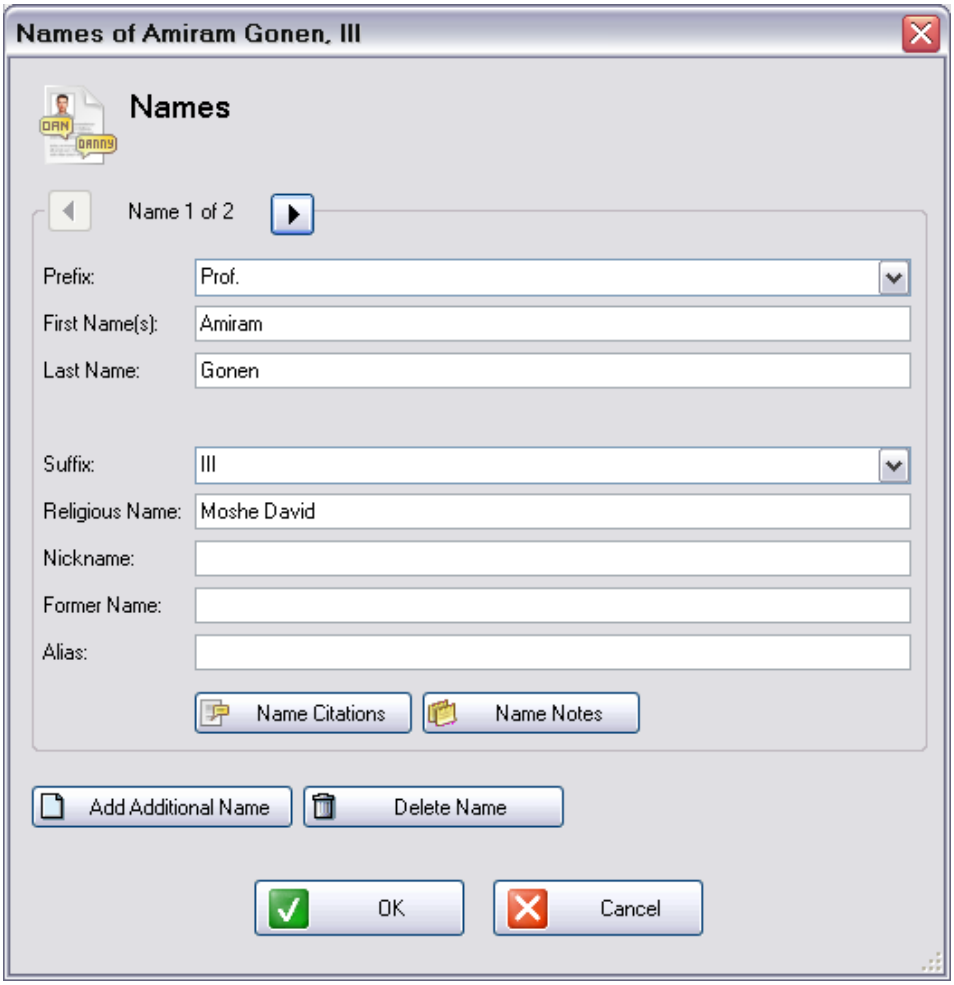
- **Main Tab,** page 100.
- **Info Tab,** page 103.
- **Physical Tab,** page 108.
- **Contact Tab,** page 109.
- **Citations Tab,** page 110.
- **Notes Tab,** page 111.
- **Facts Tab,** page 112.

Main Tab – Describing a Person

The **Main** tab enables you to define basic information about a person, such as their name, gender and information about their birth and death. If the person is deceased, check the deceased checkbox and they will automatically be added to the virtual cemetery.

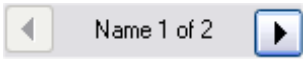
You can click the **Photos** button to associate photos in the family tree with this person, as described on page X.

You may click the **Names** button to display a window in which you can add additional names of this person and/or various suffixes and prefixes to their name, as shown below:



The name that you entered in the **Main** tab appears in the window above. In this case, you can add additional information about that name in this window. If you would like to add another name then click the **Add Additional Name** button.

The top of the window indicates how many names were assigned to this person. You can click on the right or left arrow, shown below, to browse between the various pages of name information.



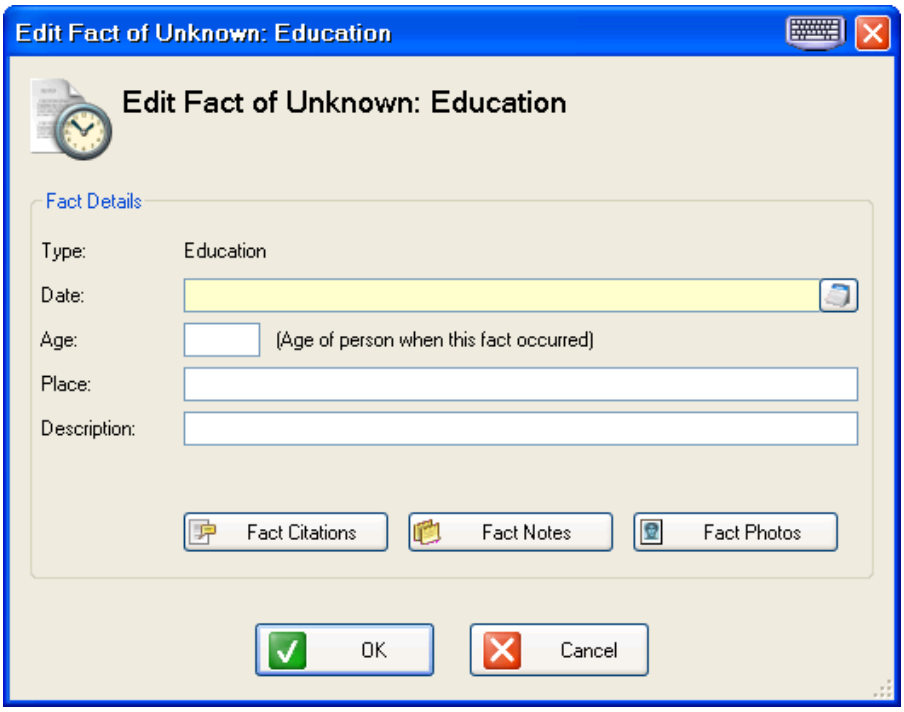
To add citation information about this name, click the **Citations** button. You may refer to page X for more information about citations.

To add a note about this name, click the name **Notes** button. You may refer to page X for more information about notes.

Info Tab – Describing a Person

The **Info** tab enables you to enter information about the occupation, education and identification of this person.

You can enter information in any of the areas in the window and then press the ... button, to display a window in which you can add more detail about this information, such as the date, place, fact citations, fact notes and fact photos, as shown below:



- **Fact Citations:** For a description of what a citation is and instructions on how to enter a citation, you may refer to page 137.
- **Fact Notes:** For a description of what a note is and instructions on how to enter a note, you may refer to page X.
- **Fact Photos:** For a description of what a fact photo is, you may refer to page X.

Fact Photo

Click the **Fact Photo** button to display the following window:

This window enables you to view or add a photo that is associated with the fact that you are entering about this person.

This window operates in two modes, which are determined by the radio button that is selected in the top left corner in the **Select** area. These are:

- **Associated Photos,** as described on page X.
- **Browse Associated Photos,** as described on page X.

Associated Fact Photos

This window appears as shown above when the **Associated Photos** option is selected in the top left corner in the **Select** area. It enables you to associate a photo with a specific fact.

> **Note** If you would like to view the photos associated with this fact select the **Browse Associated Photos** option, as described on page X

To associate a photo with this fact:

1. Browse to the list of photos in the area on the right. In the field above the photos you can select to show all photos or only those not yet associated with this fact about this person.
2. Click on a photo in the area on the right.
3. Click the **<<Associate** button to move this photo into the area on the left called **Associated Photos**. All the photos listed in this area are *associated* with this fact. This means that they are displayed when you view this fact.

Viewing Options

This window provides a variety of options for viewing the photos that have not yet been associated, making it easy for you to select from them and associate them with this fact.

Format

You can select the **Table** radio button in the **Format** area to display the photos in the form of a table or the **Thumbnail** radio button to display the photos only as thumbnails.

You can adjust the size of the thumbnails using the slider on the top right of the window. Moving it towards the XXL (Extra, Extra Large) on the right side makes the thumbnails larger and moving it towards the S (Small) on the left side makes the thumbnails smaller.

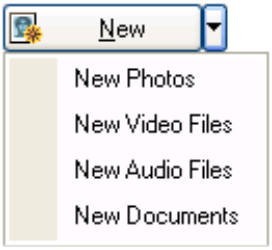
View

Under the **View** area, you can click in the **Photos** checkbox to specify that only photos are displayed, or in the **Documents** checkbox to specify that only documents are displayed or in the **Video/Audio** checkbox to specify that only video or audio files are displayed.

New

You can add new photos, documents, video files and audio files to this fact and to your family tree.

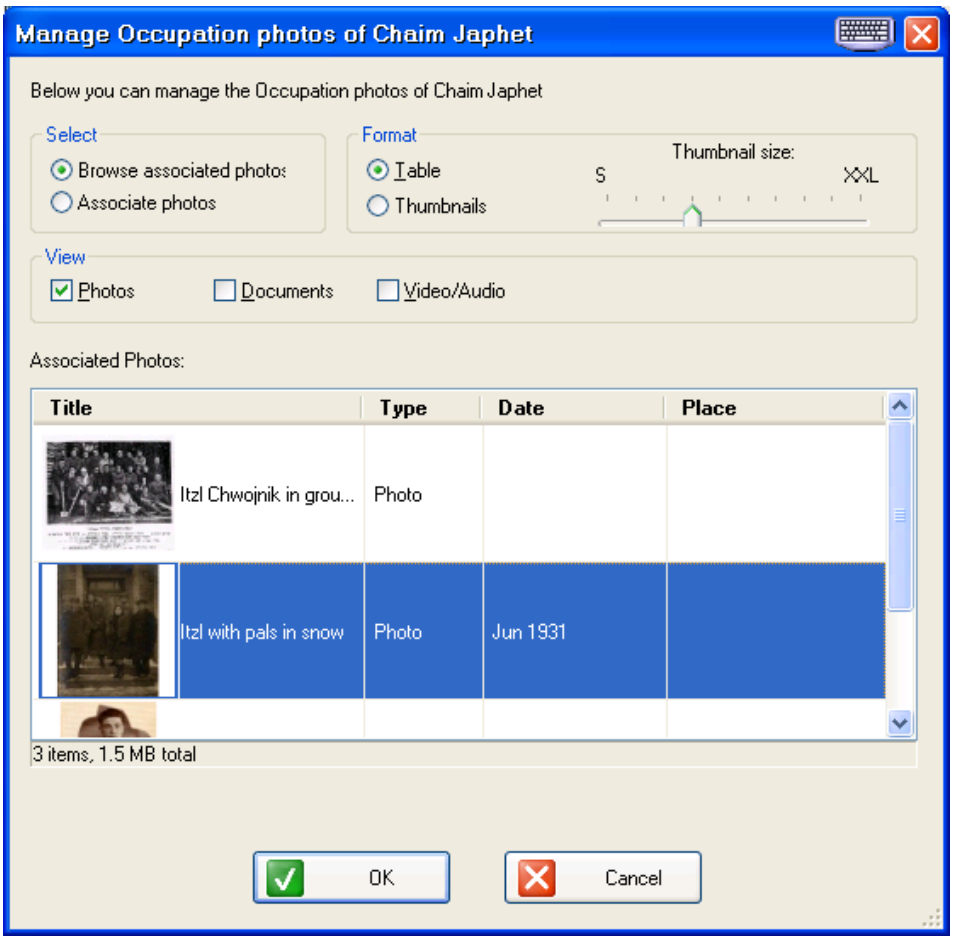
To add one or more media, click on the **New** button to add a photo or on the arrow on the right of the **New** button to display a dropdown menu that enables you to select which type of media you would like to add to this fact, as shown below:



You may refer to page X for a description of how to add new media.

Browse Associated Photos

This window appears as shown below when the **Associated photos** option is selected in the top left corner in the **Select** area.



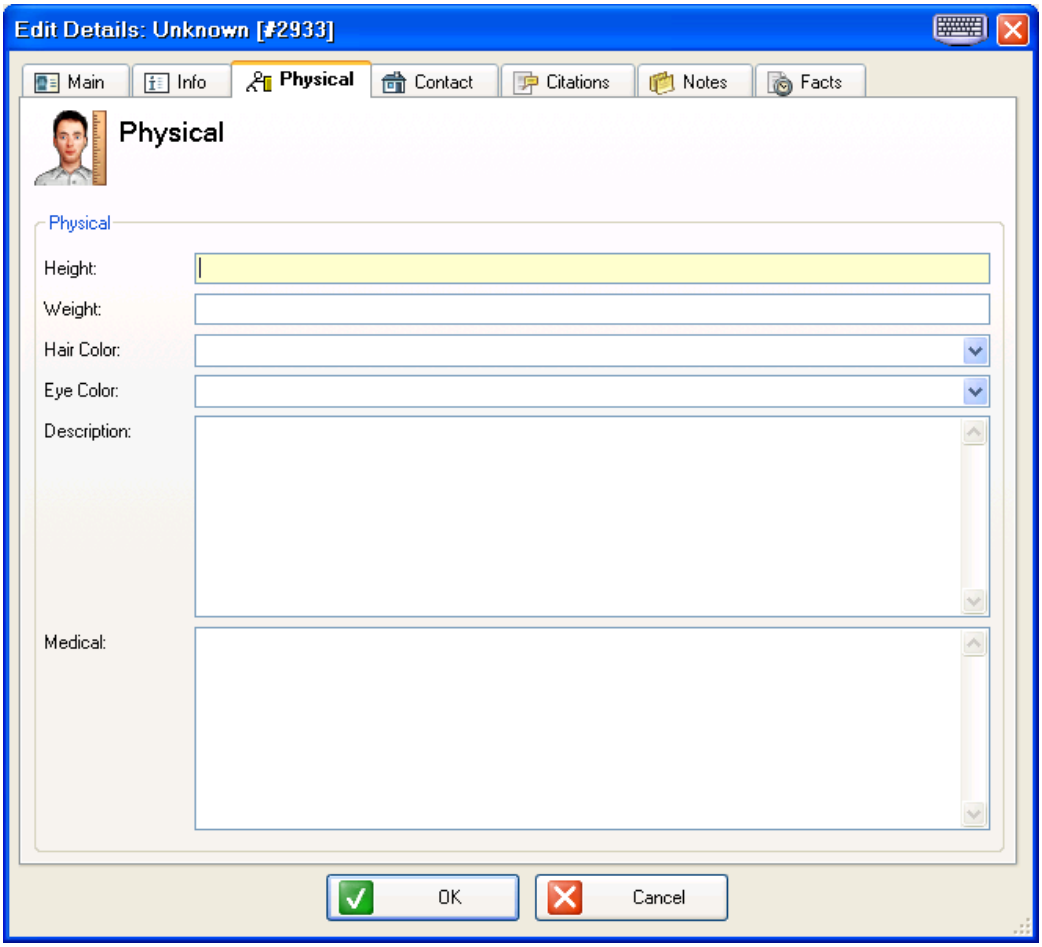
This option enables you to easily browse through all the photos associated with this fact.

You can double-click on a photo to display it in more detail in the MyHeritage Image Viewer, as described on page X.

The viewing options provided here are the same as those described on page x.

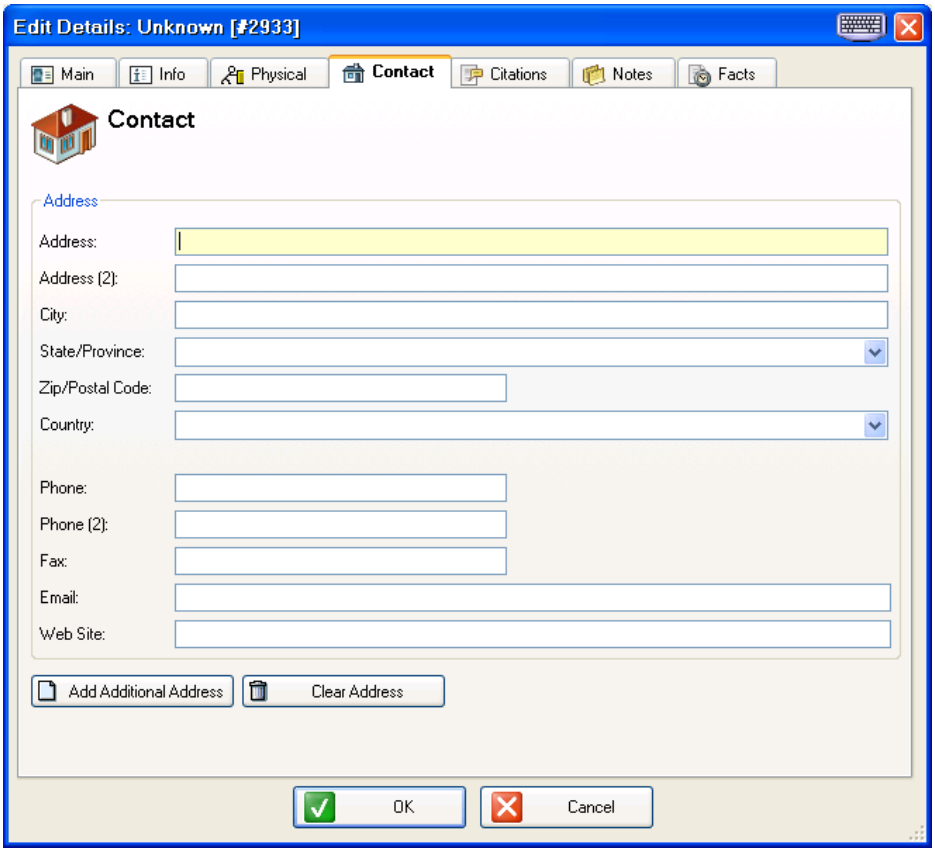
Physical Tab – Describing a Person

The **Physical** tab enables you to enter information on the physical appearance and medical status of this person, as shown below:



Contact Tab – Describing a Person

The **Contact** tab enables you to enter information about the various ways of contacting this person, as shown below:



One or more additional addresses may be entered by clicking the **Additional Address** button.

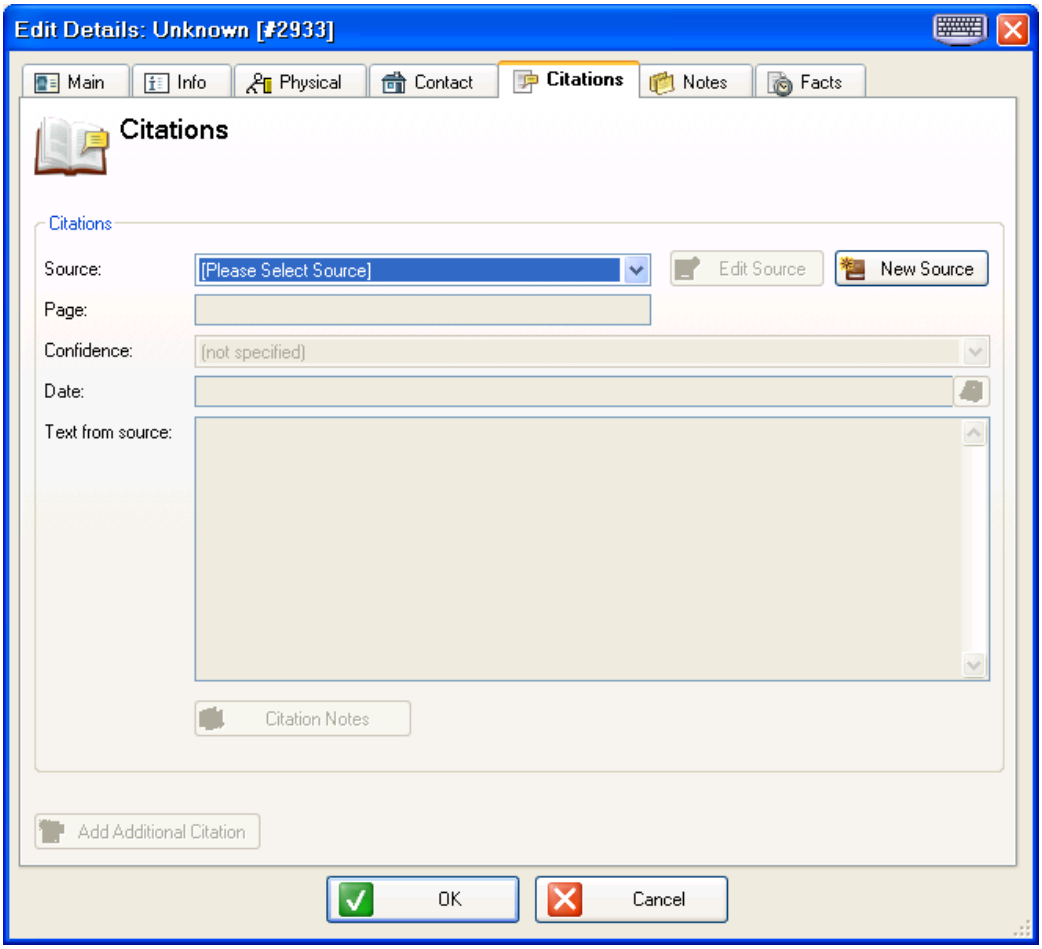
The number of addresses that have been added is indicated at the top of the window as shown below:

Tip Family Tree Builder provies a report listing all the addresses in your family tree, as described on page x.

Citations Tab – Describing a Person

Citations enable you to track and identify the source of your research.

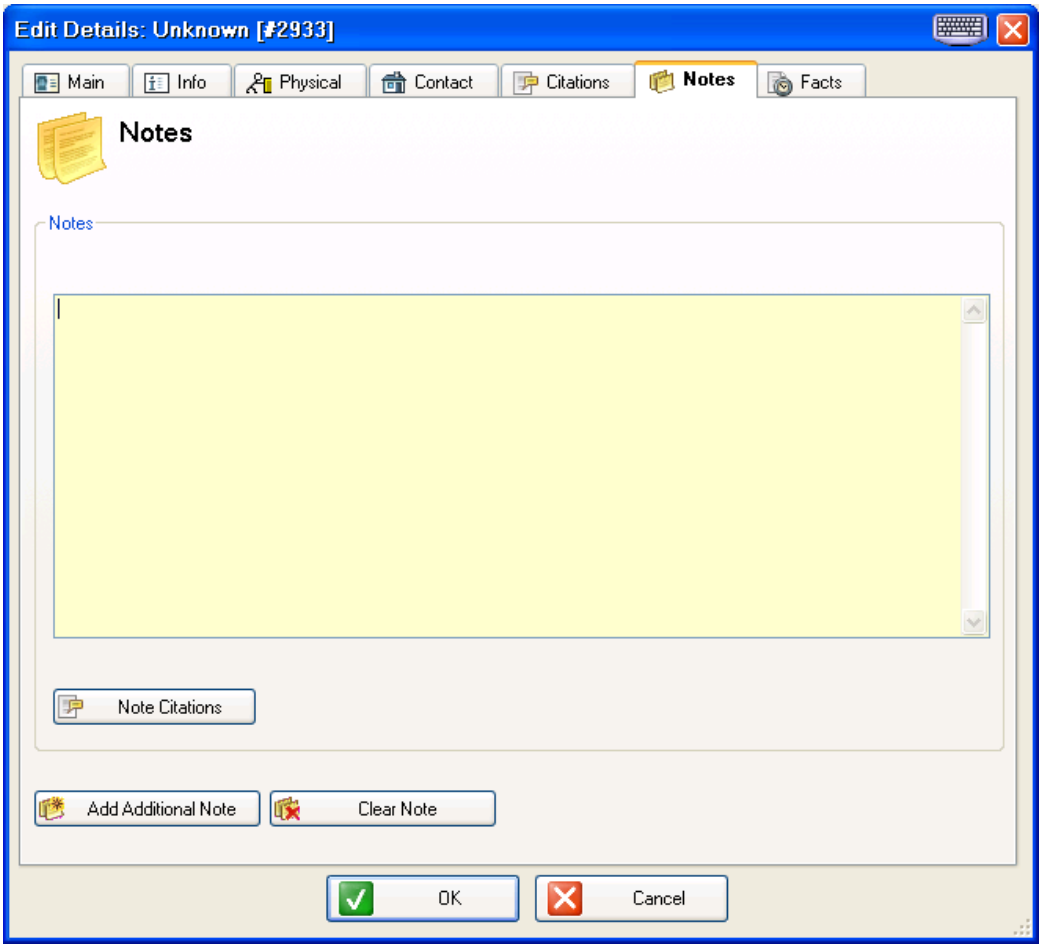
The **Citations** tab enables you to enter citations information, as shown below:



You may refer to page 137 for more information about citations and how to use them.

Notes Tab – Describing a Person

The **Notes** tab enables you to type in any information that describes this person in free text, as shown below:

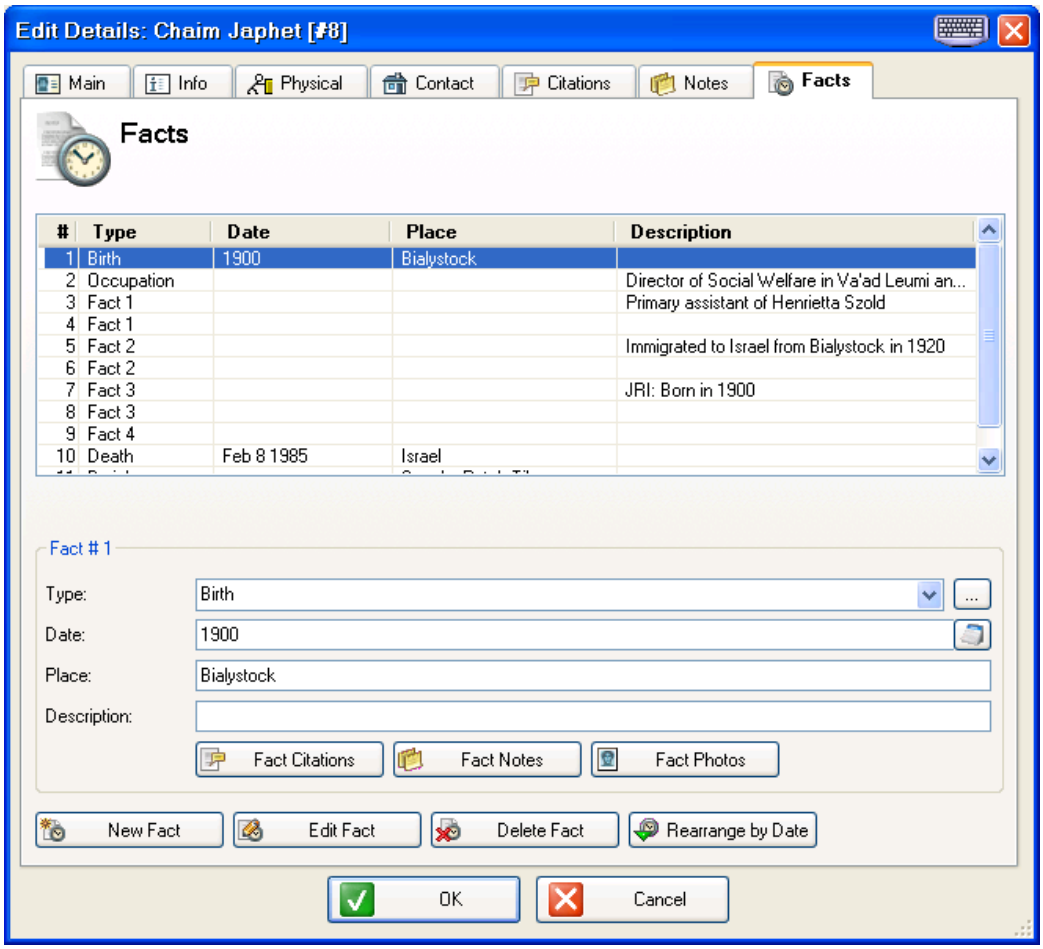


You may refer to page X for more information about notes and how to use them.

Tip Before entering a note, check if Family Tree Builder provides a fact type that suits the kind of information that you want to enter, as described on page x. The reason is that Family Tree Builder automatically displays these facts in many of its windows, charts and reports.

Facts Tab – Describing a Person

The **Facts** tab enables you to enter facts about this person. Each type of fact provides a list of fields for you to enter. Family Tree Builder automatically displays these facts in many of its windows, charts and reports.

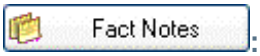


The top of the window shows a list of various facts about this person. Each time you click on a row, more detail about this fact is shown at the bottom of the window. You can also double-click on it to show this information in a separate window.

The middle of the window provides all the details about the fact whose row is selected in the top of the window and enables you to edit it.

The bottom of the window provides the following buttons:

: Enables you to add a citation for this fact. More details about citations are provided on page x.



: Enables you to add a note about this fact. More details about notes are provided on page x.

: Enables you to add a photo for this fact. More details about photos are provided on page x.

: Displays a window in which you can define a new fact about this person, as described on page X.

: Displays a window in which you can edit the facts about this person.

: Deletes the selected fact.

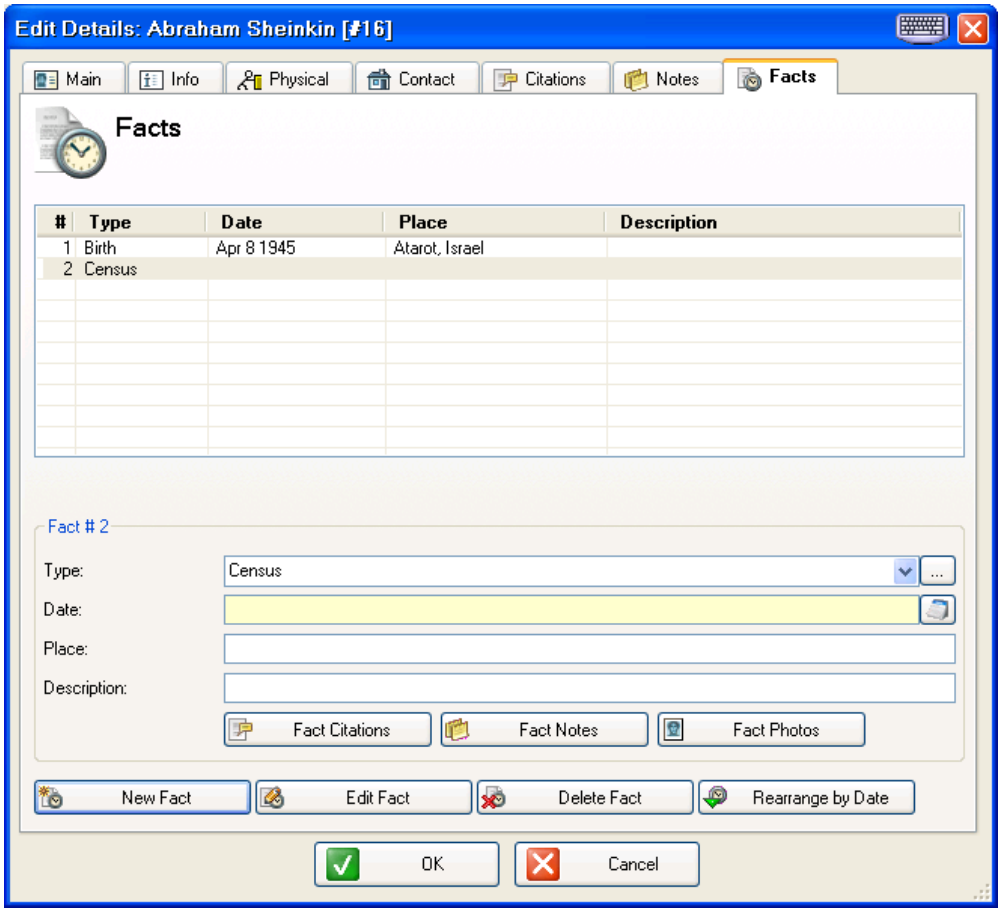
: Sorts the facts in chronological order.

To define a new fact:

1 Click the **New Fact** button to display the following window:

2 Select a category of facts from the list on the left to display a list of facts of that type on the right.

3 Select a fact from the list on the right or type in the name of a new type of fact in the field on the bottom of the window and click **OK**. The new row is then created in the facts table ready for you to enter more information. An example is shown below:



Expanding the Family

After you have defined information about this first family, as described on page x, you can start defining information about each person in the family, as described on page x.

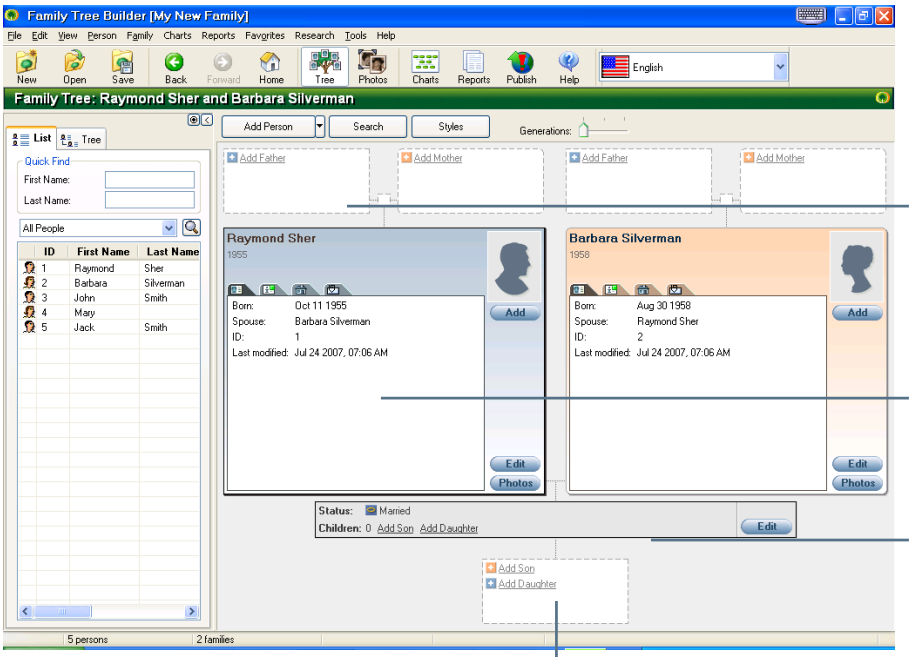
You can also extend the family tree by adding people to the family group you just created. You can branch out in any direction by adding parents, grandparents, brothers, sisters, grandchildren and so on.

A variety of options are provided for adding members to you family tree, including the following:

- **Double-Clicking on an Empty Family Card,** page 116
- **Right-clicking on a Person's Card,** page 118
- **Using the Add Person Button,** page 119
- **Defining New Children in the Family Tree,** page 120
- **Adding an Existing Child to a Family,** page 122
- **Adding Another Family,** page 123

Double-Clicking on an Empty Family Card

When you define a new family, card is automatically created for a husband, wife and a child. You can add a member to this family by double-clicking on an empty card that represents the relevant relation to the people displayed, as shown below:



Double-click here to describe the father of the husband

Double-click here to describe this person

Double-click here to describe this family

Double-click here to describe this child

For example, you can click on the Add Children box to display a window that walks you through the process of defining a child of these parents. More details are provided regarding defining a child on page X.

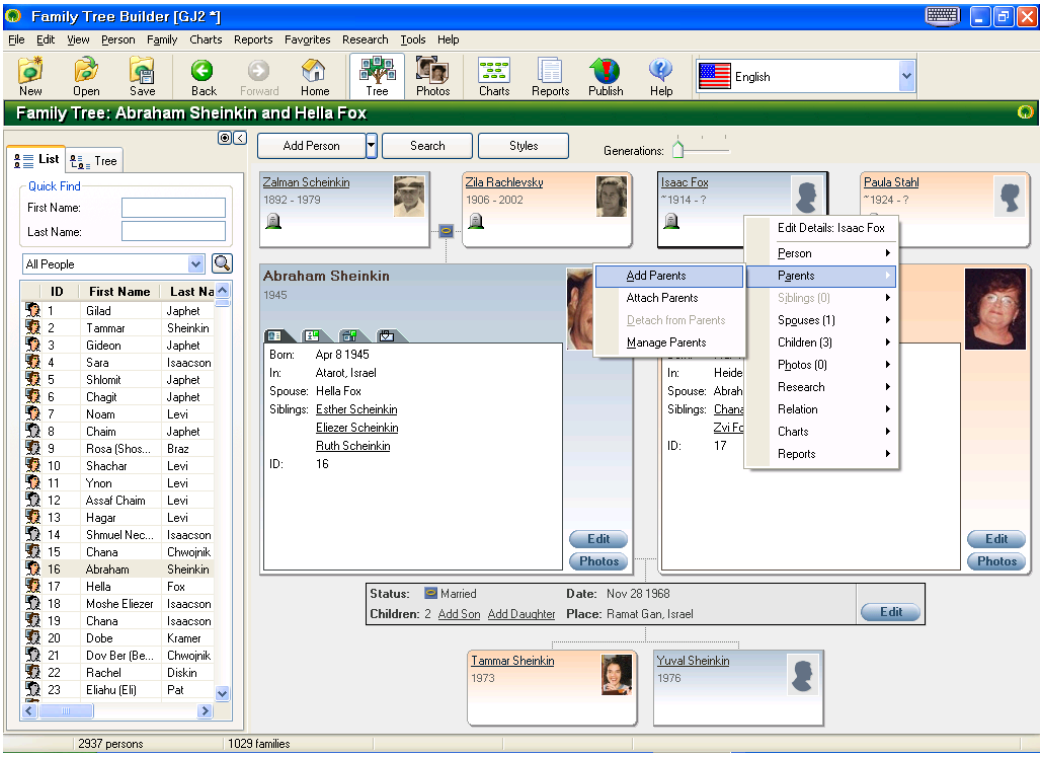
The same goes for adding a mother or father for either the husband or the wife displayed in this window.

Tip To add a brother or sister to either the husband or the wife, simply double-click on one of their parents. That husband or wife then becomes a child of those parents and you can define additional children for that parent, who are, of course, their siblings.

Right-clicking on a Person's Card

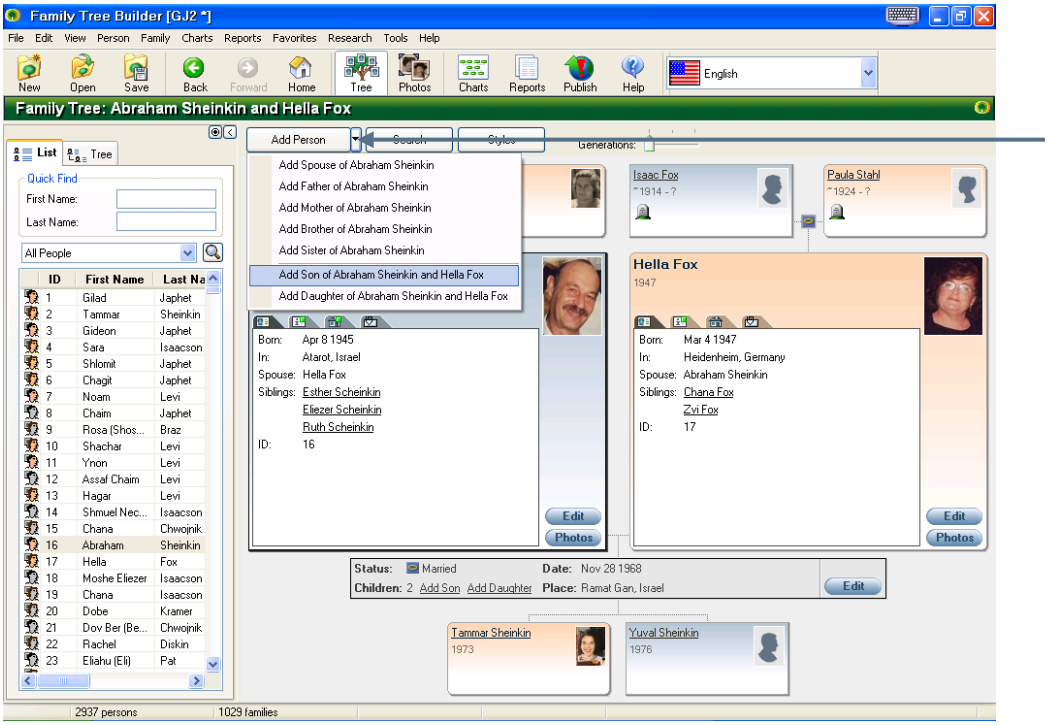
You can right-click on a person's card to display numerous options that enable you to add parents, siblings, spouses and other relations to this person.

Using one of the options that starts with the word **Attach** associates a person that is already defined in Family Tree Builder as your relation. In this case, all the other people to whom this person is related are your relations also.



Using the Add Person Button

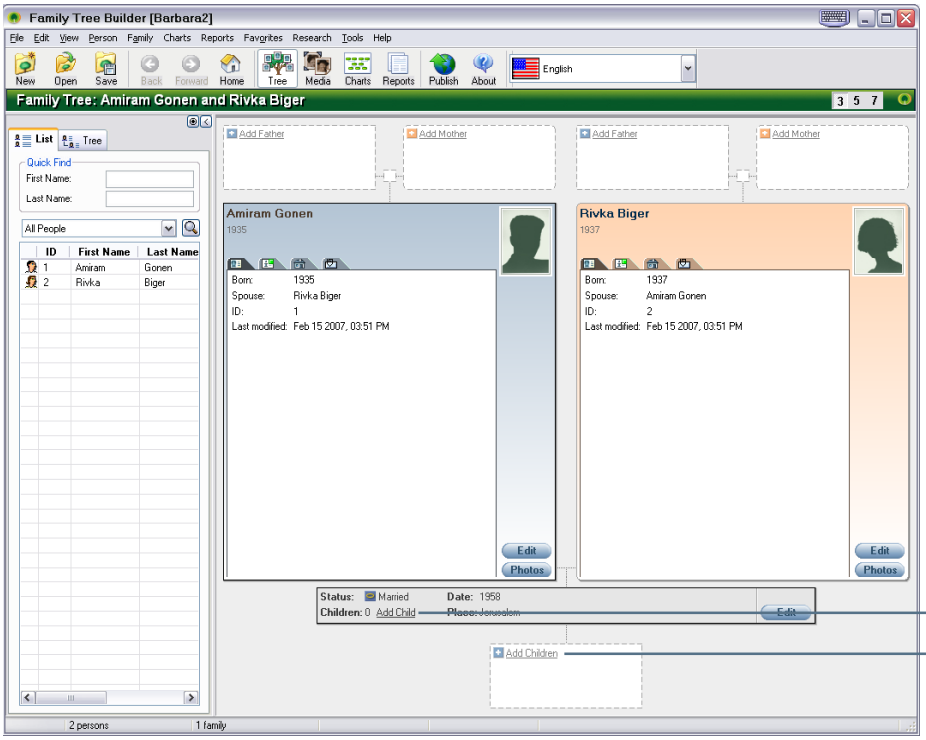
Click the small arrow to the right of the **Add Person** button to display a drop down list that enables you to add various relations to the people currently displayed in the tree, as shown below:



Defining New Children in the Family Tree

The visual aspects of the main *Family Tree Builder* window make it easy to define children and parents. This section describes how to define a child in a family, and you can add parents in a similar manner.

Tip To add a brother or sister, define them as the children of the same parent.

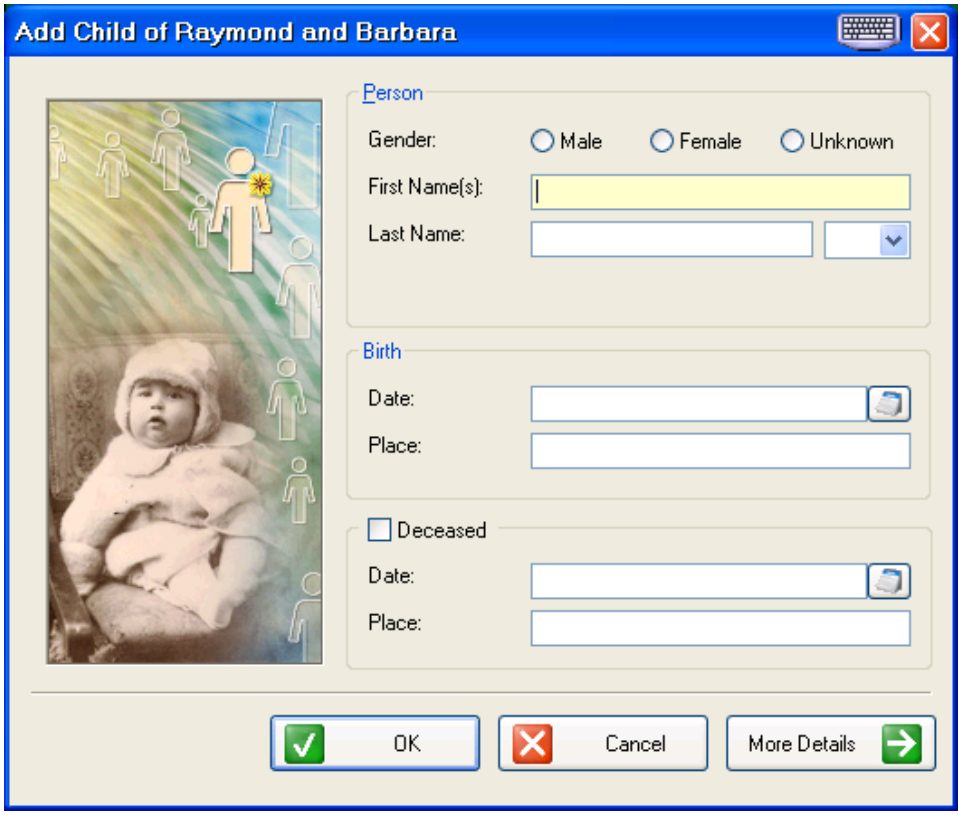


Family details always appear under the husband and wife cards. It shows details of their marriage and indicates the number of their children. It also provides an **Add Child** option.

Tip You can also add children in the *Edit Family* window, as described on page x.

To add a child:

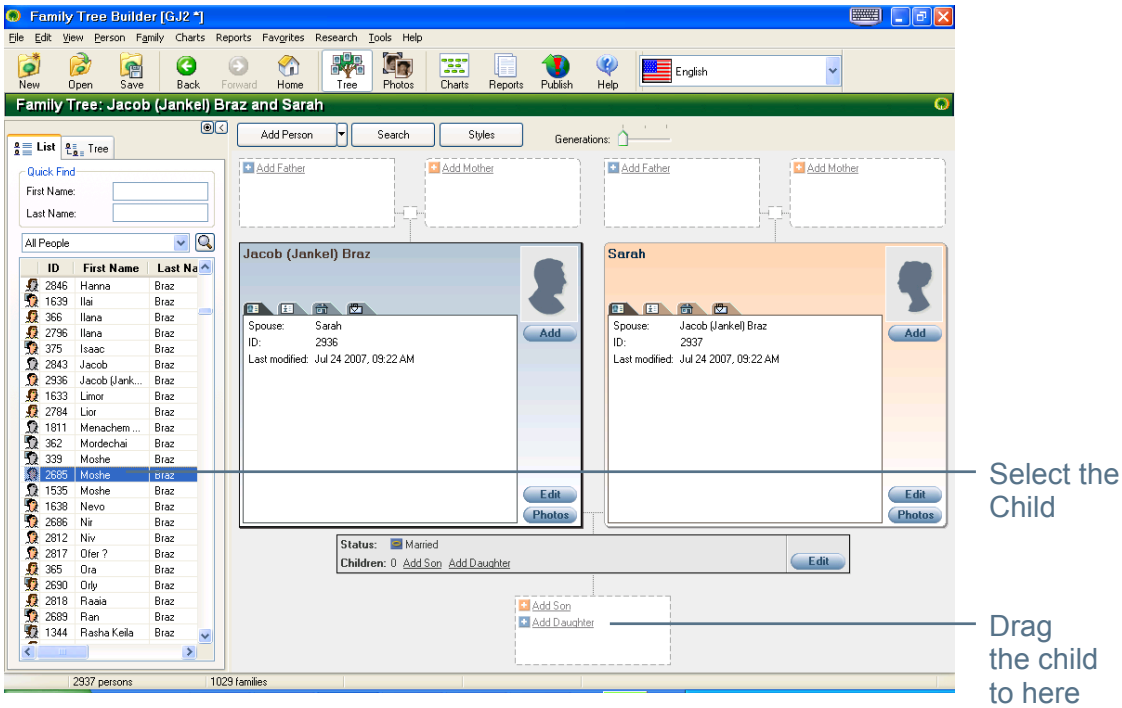
1 Click on the **Add Child** option or double-click in the white box at the bottom of the tree that contains the text **Add Children** to display the following window:



2 Fill in the fields of this window as you wish. You may click the **More Details** button to open a window in which you can enter a rich variety of information describing this person as described on page X.

Adding an Existing Child to a Family

If you have already defined a person in Family Tree Builder that is the child of the parents, then it is quite easy to drag and drop that person from the People List into the family tree of his or her parents. As shown below:

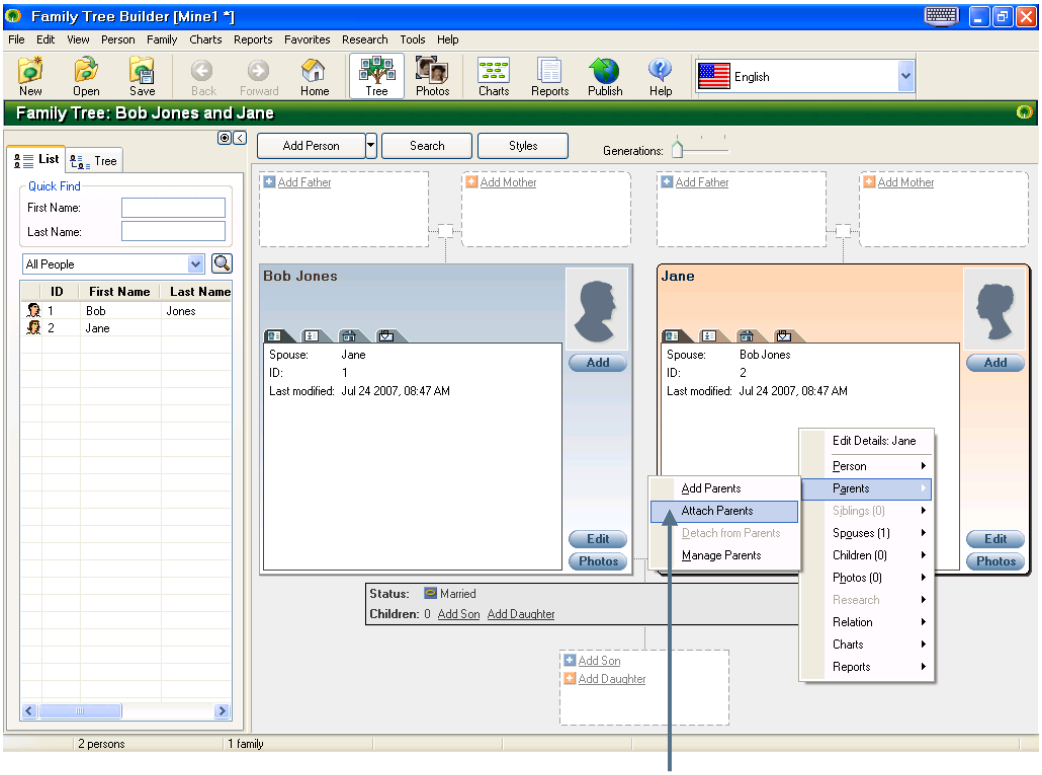

Family Tree Builder [GJ2 *]
Family Tree: Jacob (Jankel) Braz and Sarah
Jacob (Jankel) Braz
Sarah
Select the Child
Drag the child to here

To add an existing child:

1. Select the child's name in the People List on the left.
2. Drag the child into the white **Add Children** box at the bottom of the window.

Adding Another Family

You can define another husband and wife team by selecting the **Add Unrelated Family** option from the **Family** menu. Later you can attach one of these people to another family by right-clicking on a specific person and selecting any of the many **Attach** options. The following shows an example of the **Attach Parents** option.



Tip The right-click options also provide a variety of ways to add family members, such as the **Add Spouse**, **Add Parent**, **Add Child** options, as described starting from page x.

Editing Information

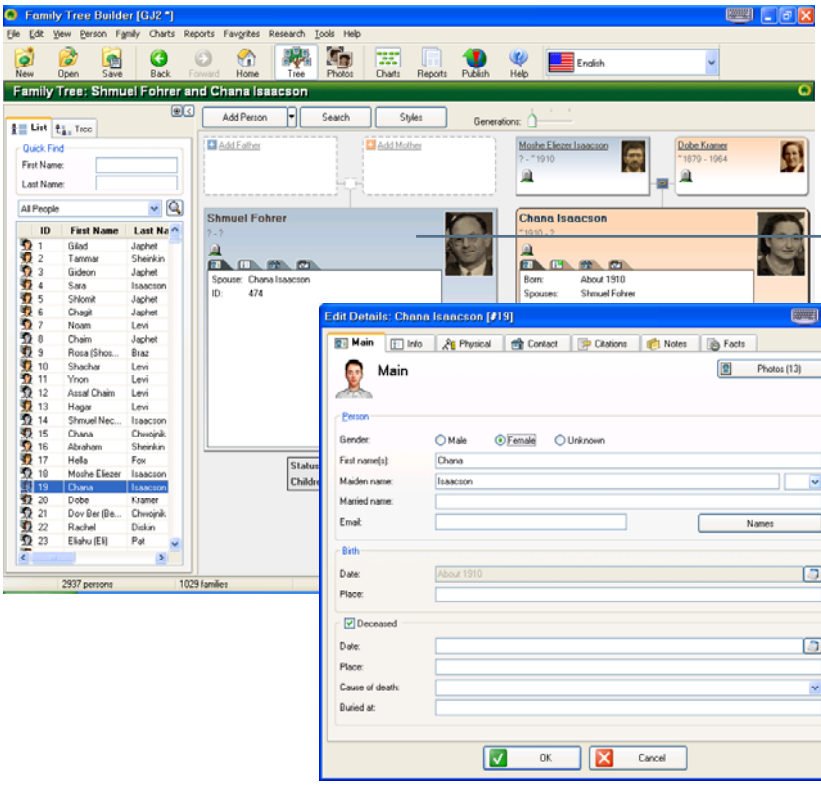
Family Tree Builder is quite flexible and will enable you to edit any information that you have entered at any time. The main components that you may wish to edit are:

- **Editing a Person,** page 125.
- **Editing a Family,** page 126.
- **Editing a Photo,** page X.

Editing a Person

You can reach the detailed information entry page of a specific person in several ways:

- Click the **More Details** button in the **Add Person** wizard.
- Double-click the person's card in Tree View.
- Click the **Edit** button on a person card.
- Right-click a person's card and select **Edit Details**.

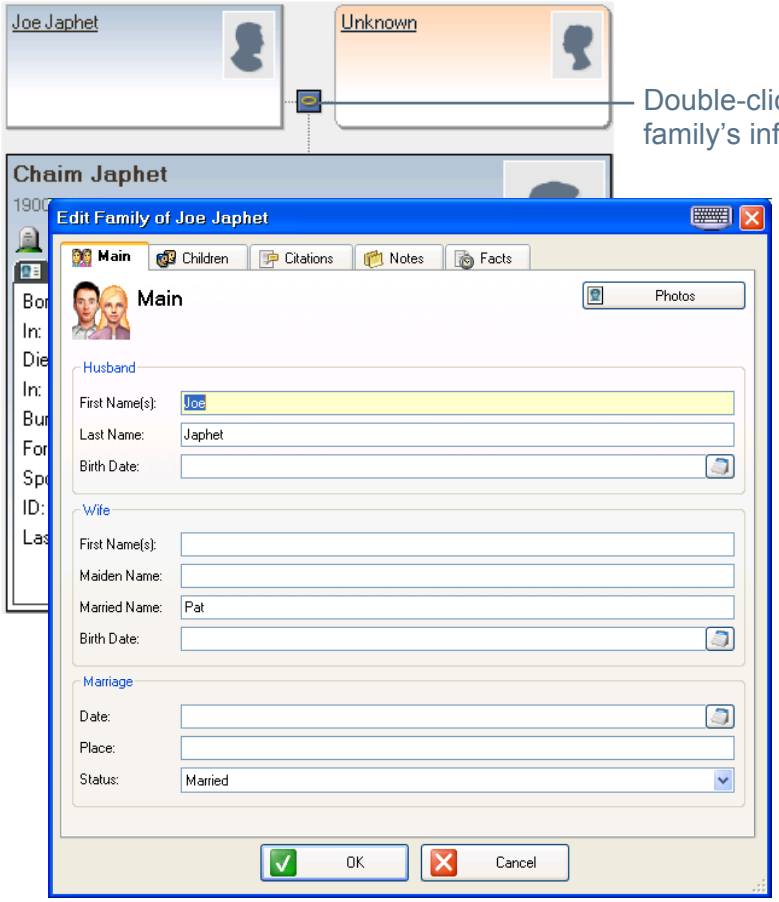


Double-click on a Person's Card to edit their information

A window opens in which you can enter or modify information and photos about this person

Editing a Family

The simple-to-use interface provided by Family Tree Builder enables you to double-click on the small box situated between the husband and wife of a family , in order to edit any information about this family.



Double-click here to edit the family's information.

A window opens in which you can enter or modify information and photos about this family, as described on page x.

The *Edit Family* window is comprised of various tabs, each which enables you to enter different kinds of information about the family as a unit, as follows:

- **Main Tab,** page x.
- **Children Tab,** page x.
- **Citations Tab,** page x.
- **Notes Tab,** page x.
- **Facts Tab,** page x.

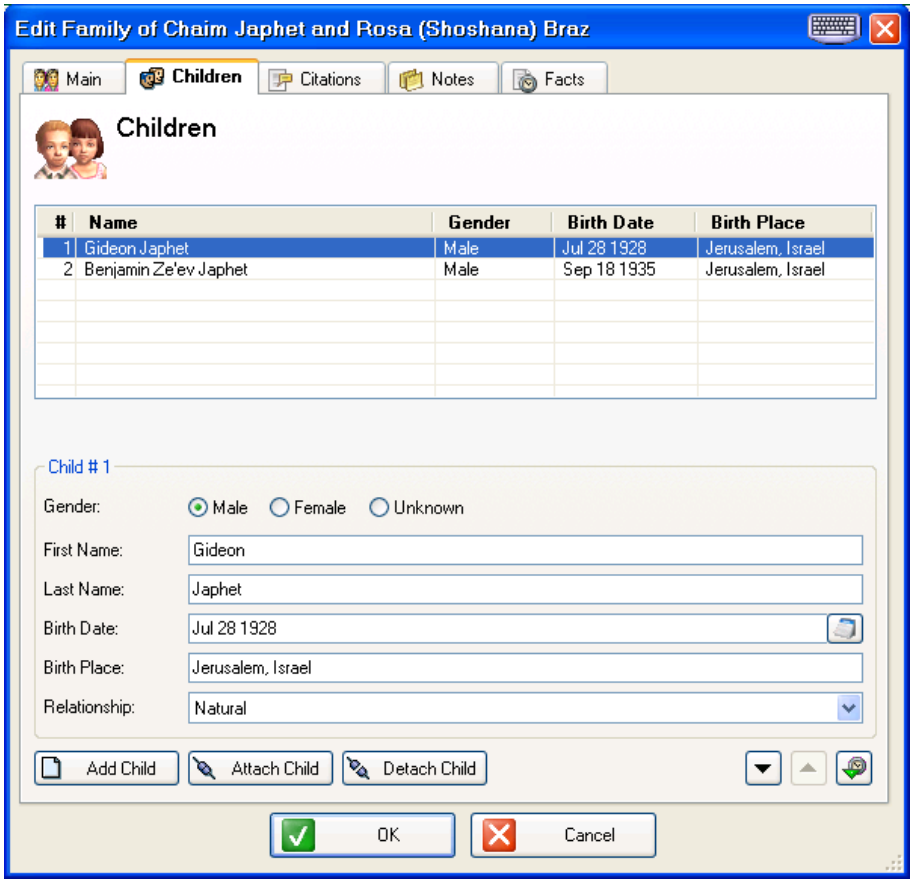
Main Tab - Defining the Husband and Wife

The **Main** tab enables you to describe the husband and wife who represent the center of this family and to enter details of their marriage. Entering the maiden name of a woman (meaning her surname before her marriage) enables Family Tree Builder enrich the connections in your family tree.

To enter a date, either type it into the field or click on the **Date** icon that appears on the right of each date field. Family Tree Builder provides a rich variety of options for entering dates or ranges of dates, as described on page 137.

Children Tab - Defining the Children

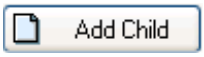
The **Children** tab enables you to define the children of this primary husband and wife. The children that were already defined for this couple are listed at the top of the window.



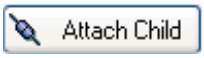
The top of the window lists the children that have already been defined and provides a brief summary of their information.

The middle of the window provides all the details about the child whose row is selected in the top of the window and enables you to edit it. The **Relationship** field may be of particular interest in the case of adopted or step-children and such.

The bottom of the window provides the following buttons:



: Displays a window in which you can define a new person who will be a child of these parents.



: Displays a list of family tree members from which you can select the child to attach.

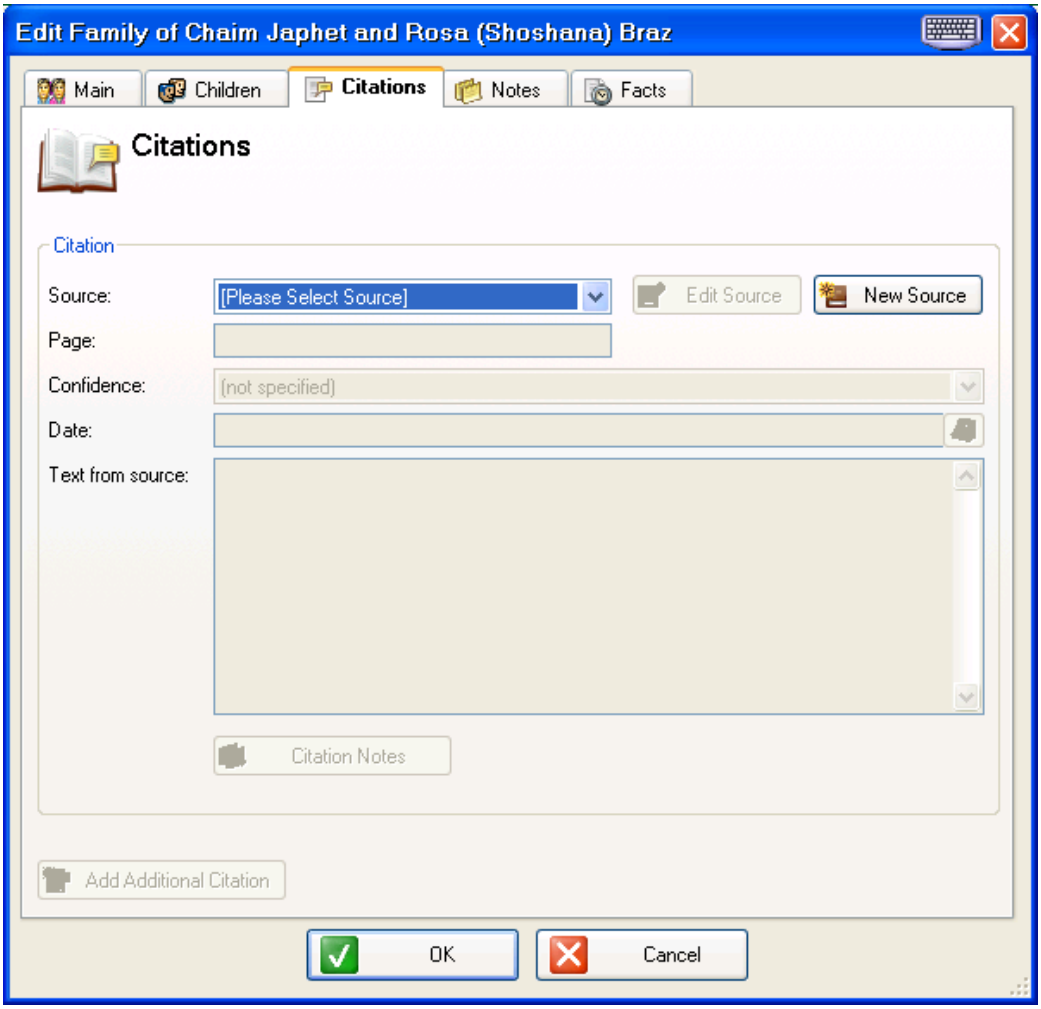
: Detaches the selected child.

: Select the row of a child and click the up or down arrow button to move the child up or down in the list.

: Click this button to sort the children in chronological order.

Citations Tab – Defining Citations

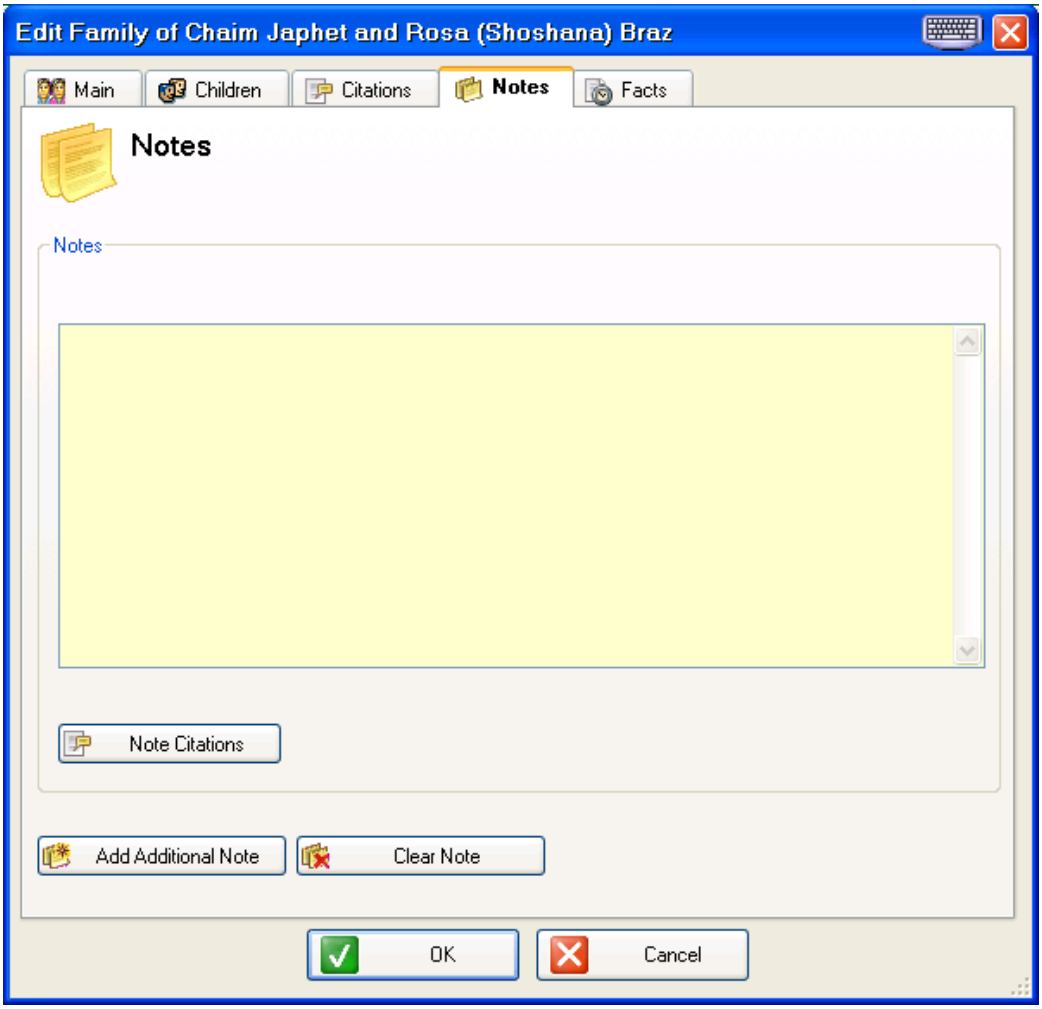
Citations enable you to track and identify the source and repositories that you used in your research. The **Citations** tab enables you to enter citation information, as shown below:



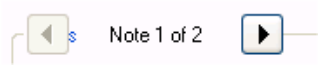
You may refer to page x for a description of citations and how to use them.

Notes Tab – Defining Notes

The **Notes** feature in Family Tree Builder enables you to enter free text that is displayed about this family. You can type in the text or copy and paste it from any source into the *Notes* window, which is shown below:



The top of the window indicates how many notes were assigned to this person. You can click on the right or left arrow shown below, to browse between the various pages of notes information.



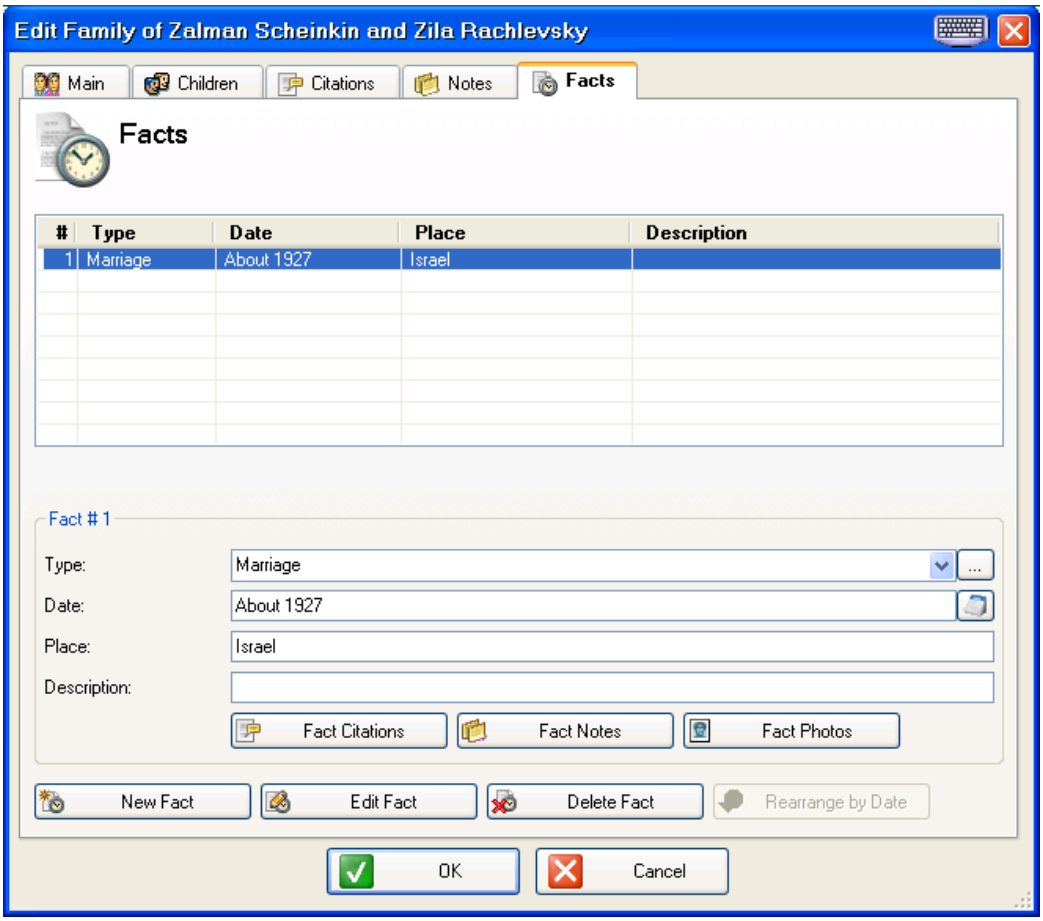
To clear the note, simply display the *Notes* page, and click **Clear Note** button.

If you would like to add another note, then click the **Add Additional Note** button.

If you would like to add a citation for this note, then click the **Note Citation** button. Citations are described on page x.

Facts Tab – Defining Facts

The **Facts** tab enables you to enter various facts about this family. A variety of categories of facts are provided and each fact has different fields, enabling you to enter information that is relevant to this fact, as shown below:



The procedure for entering a fact about a family is similar to entering a fact about a person, as described on page x.

GEDCOM and Family Tree Builder

GEDCOM, an acronym for GEnealogical Data COMmunication, is a specification for exchanging genealogical data between different genealogy software.

MyHeritage provides a rich variety of visual interface features, media handling features, information authoring and display options that represents a significant improvement over the GEDCOM's specification.

You can start your new genealogy project on Family Tree Builder in two ways:

- Create a new project, or
- Import a project from an existing GEDCOM file. Typically, this will be a GEDCOM file that you have exported from other genealogy software.

Note In Family Tree Builder, the main storage unit for your work is a Project. A Project is equivalent to a single GEDCOM file, plus all related photos, documents and files.

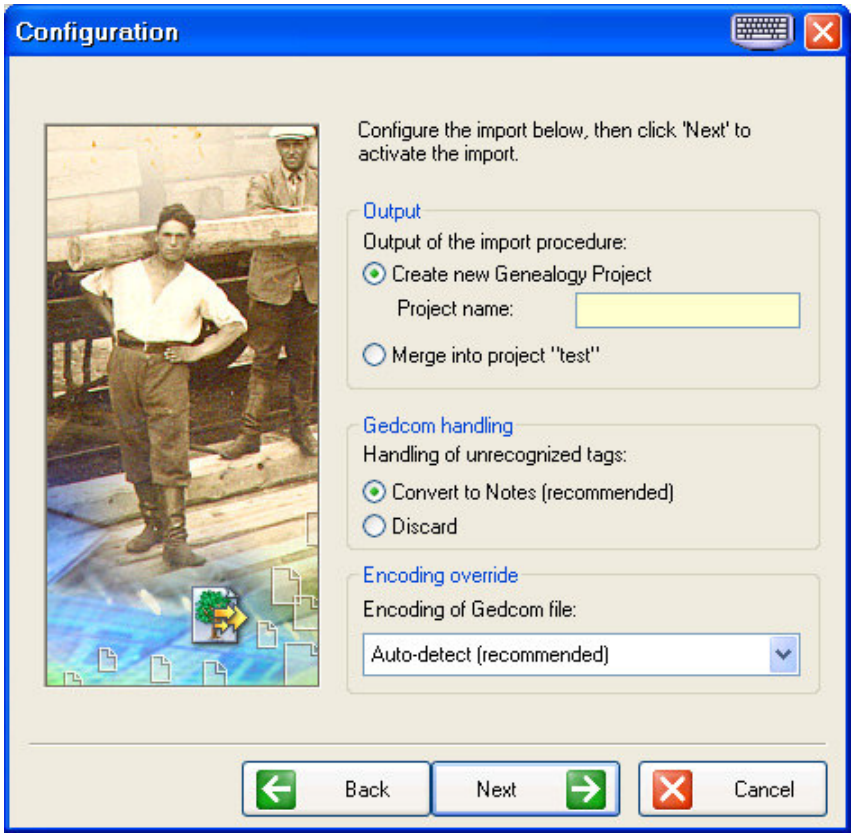
Tip Alternatively, you can use the **Quick-Start Wizard** option in the **File** menu to import, export or load a GEDCOM project.

To Import an Existing GEDCOM File

- It is possible to start working on your genealogy project with Family Tree Builder by importing your data. You can import a GEDCOM file exported by another genealogy application to start a new project, or merge its contents into the currently open project.

To import your data to Family Tree Builder:

1. Start by selecting **Import GEDCOM** from the **File** menu.
2. Browse and choose the GEDCOM file that you wish to import.
3. Choose a Primary Language for your project. This should be the language that the GEDCOM was created in.
4. Fill out the GEDCOM configuration page, as shown below:



We have tested the GEDCOM Import feature on over 5,000 family trees downloaded from the Internet. This was necessary because many genealogy products do not adhere precisely to the GEDCOM format, or, suffer from inconsistencies that exist within the format itself. We do our utmost to recover your data as faithfully as possible and believe we have developed the most accurate GEDCOM import functionality available. However, there are always new issues found with this capability, so if you notice errors or deficiencies that occurred in the import procedure, send us the details so that we may further improve the import process.

Tip We support the importing of media files and documents referenced by a GEDCOM file, including photos. However, some genealogy products reference them using proprietary non-GEDCOM tags. If your photos are not imported correctly, please send us your GEDCOM file for us to fix this.

Tip Advanced users may view a report produced at the end of the import, showing which unexpected tags were found in your file and how they were handled.

Tip We support a GEDCOM import from Dorotree, even of bi-lingual family trees (for example English and Hebrew).

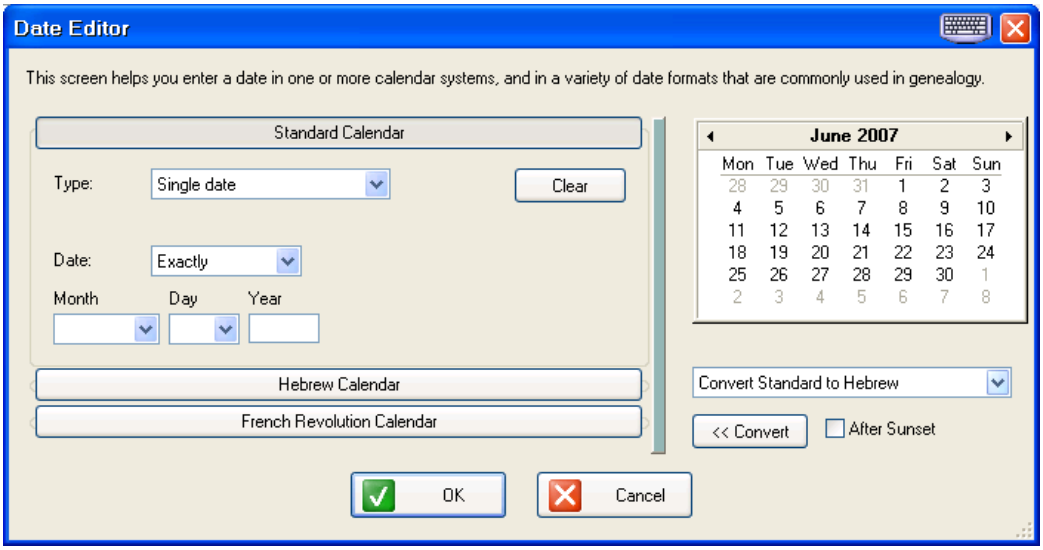
Tip The ability to merge a GEDCOM file into a current project is done only partially. Currently the import will not be done in full. There is still no functionality to compare, side by side, your existing family tree and the one in the imported GEDCOM, where you are asked to pick which specific records you wish to import and which ones to reject. This functionality is planned for a future release.

Entering Dates

Family Tree Builder provides a rich variety of options for entering dates or ranges of dates. Many of the features will provide automated benefits in Family Tree Builder, such as the ability to see a list of people sorted by their birth date, graduation date and so on. You are also able to see the events of a person's life listed chronologically.

To enter a date, either type it into the field using any format that you like (free text) or click on the date icon that appears on the right of each date field.

The following window is then displayed:


Date Editor
This screen helps you enter a date in one or more calendar systems, and in a variety of date formats that are commonly used in genealogy.
Standard Calendar
Type:
Single date
Clear
Date:
Exactly
Month
Day
Year
Hebrew Calendar
French Revolution Calendar
June 2007
Mon Tue Wed Thu Fri Sat Sun
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
2 3 4 5 6 7 8
Convert Standard to Hebrew
<< Convert
After Sunset
OK
Cancel

If you would like to enter an exact date, simply make your selections from the **Month** and **Day** fields and type the year in the **Year** field.

You can also use the visual calendar in the top right of the window to click on the date of your choice. The date you select will also be shown in the **Month Day Year** fields.

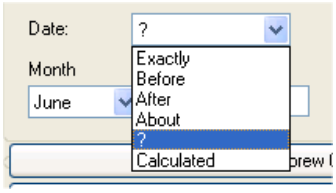
Date Field

The date that you specify can be quite flexible. It can be the exact date as described above, or an approximation. If you are not sure of the exact date select **Before**, **After**, **About**, **?** or **Calculated** options to indicate approximately when the event took place.

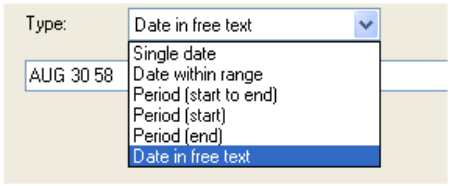
The **?** option is an indication that you are not sure when it happened.

The **Calculated** option is an indication that you calculated this date. For example by saying that your grandmother was 70 years old when she died in 1985 and therefore may have been born in 1916.

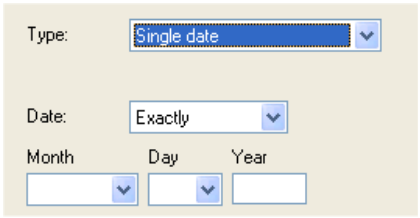
The **Period** options are typically used to specify an event that took place over a period of time such as university studies.



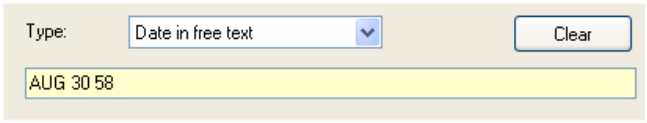
The options for entering a date in this window change according to the selection that you type in the field as shown below:



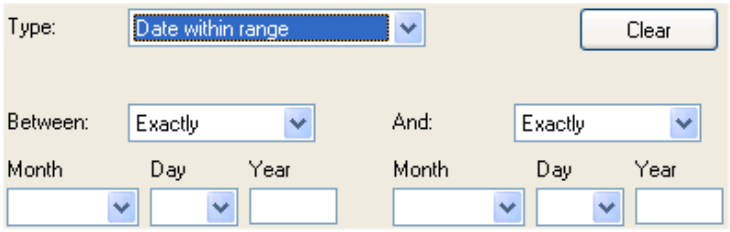
Free Text



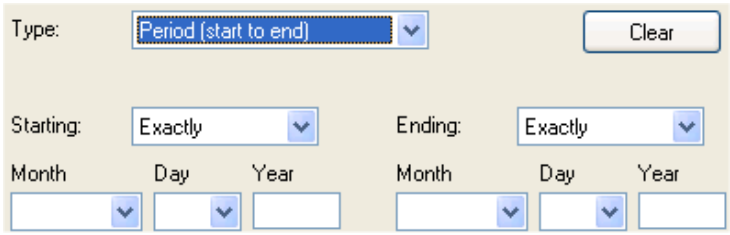
Single Date



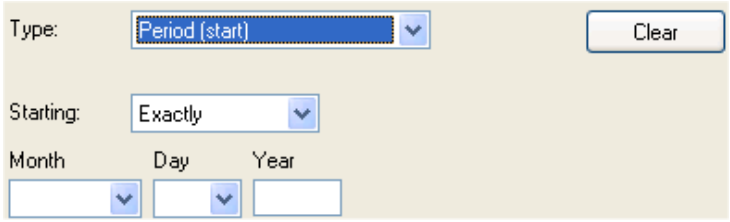
Free Text



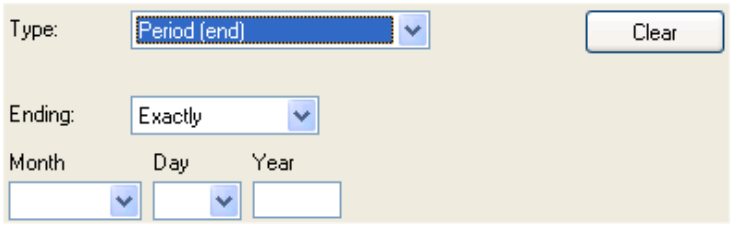
Date within Range



Period (Start to End)



Period Start



Period End

You may check the **After Sunset** check box to indicate that this is a when the event occurred. This option is relevant when entering dates using the Hebrew Calendar.

Hebrew and French Revolution Calendars

This window also enables you to click on the **Hebrew Calendar** button or the **French Revolution Calendar** button at the bottom of the window in order to display the required calendar. You can then make your selections in this calendar in this the same way as in the Standard Calendar.

If you like, you can convert this date into the corresponding date in the standard calendar by clicking the **Convert** button.

Citations

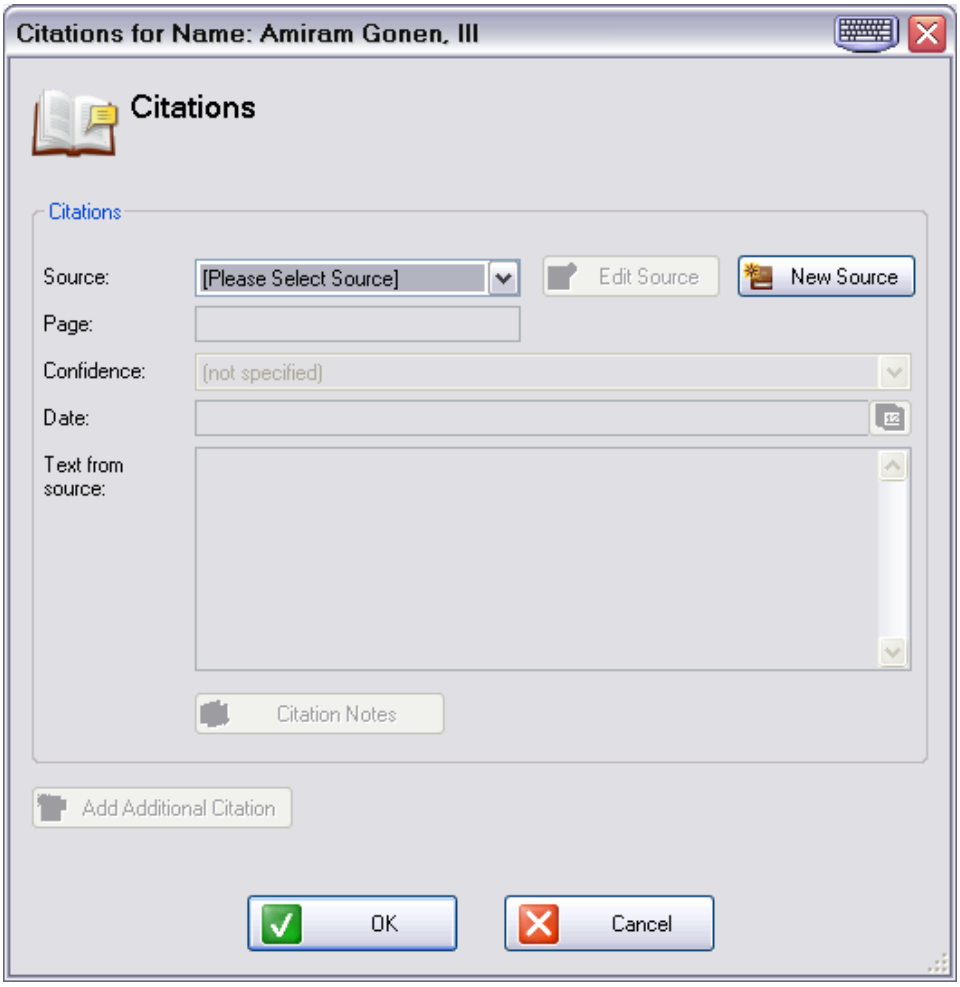
Citations enable you to identify the sources and repositories that you used for your research.

Family trees are richest when they contain numerous citations, specifying the reference of the information in the family tree to a specific source document located in a repository such as a library. A source can be a variety of entities such as a bible, newspaper clipping, tombstone photo, interview transcript or letter. The citation is the reference to the specific place in that source that verifies the relevant information in the family tree.

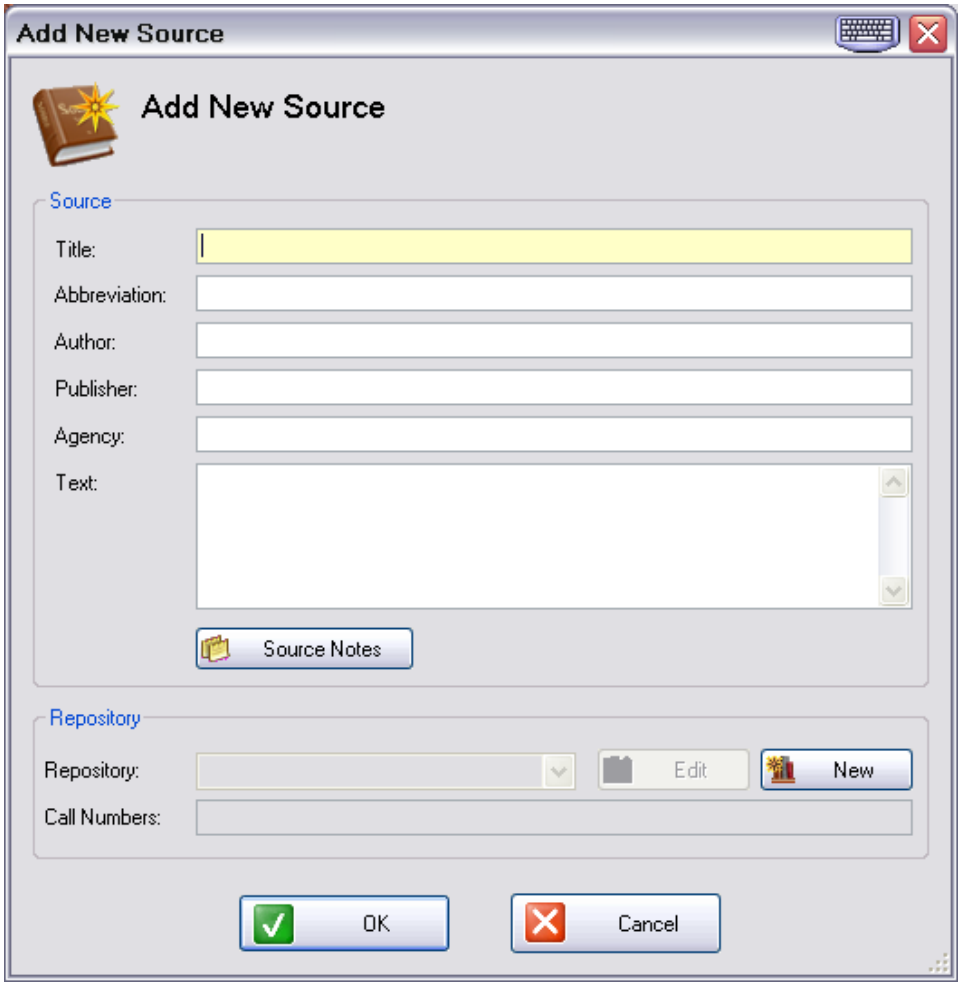
Family Tree Builder supports the full GEDCOM specification that pertains to sources, notes and citations. These elements are supported recursively, so that you can add a note to a person, associate that note with a citation that ties it to a source, add another note on that specific citation, and so on. You can also assign notes to specific events in the person's life, or to one of his/her names, instead of assigning them to the person as a whole.

To define a citation:

1 The Citation window is displayed when you click on the **Citation** button in any of the Family Tree Builder windows, as shown below. It is also one of the tabs available when defining a person or family. The name of this button may differ between windows and may be called **Citation Notes** or **Name Citations** and so on.



2 The first step when defining a new citation is to specify the source to which this citation is referencing, such as the name of a book. If the source has already been defined in this project, simply select it from the **Source** field. Otherwise, click the **New** button to define it as shown below, or use the **Edit** button to modify it.



3 Enter information describing the source in this window and define the repository (such as the name of the library or database) in which the source is located, if required. If the repository already exists, you can select it from the **Repository** field. You can click the **Add New Repository** button to display the following window in which you can define a new repository:

Notes can be allocated as a source or a repository by clicking on the **Source Notes** or the **Repository Notes** buttons accordingly. Notes are described on page x.

Chapter 4

Handling Photos and Other Media

Chapter 4

Handling Photos and Other Media

About This Chapter:

This chapter describes how to add, annotate and automatically mark faces in photos and how to use documents and audio/video files to enrich your family tree. It contains the following sections:

- **Overview,** page 148, describes Family Tree Builder's powerful photo handling tool.
- **Media Types,** page 150, describes how to enter a variety of types of information and to associate various types of media with this information.
- **Photos in Tree View,** page 151, describes how to edit a photo in the Tree View.
- **Photos View,** page 152, describes a variety of options for viewing the photos, associating photos with people and facts and adding information about photos.

- **Photos People List,** page 154, lists the people that you have defined in Family Tree Builder.
- **Photos List,** page 156, shows all or some of the photos defined in Family Tree Builder according to your specification.
- **Adding New Photos,** page 169, enables you to add photos, documents, video files and audio files to your family tree.
- **Editing a Photo,** page 173, enables you to benefit from the wonderful photo features provided by Family Tree Builder.
- **Viewer Window,** page 188, displays a large view of the photo, its name, place and date and provides a list of the people that are marked in it.
- **Photos Menu Bar,** page 190, describes the menu options that only appear in Media View.
- **Virtual Cemetery,** page 192, describes the virtual cemetery in Family Tree Builder that enables you to view all the photos, documents and audio/video files associated with a death, funeral or tombstone.

Overview

Powerful photo handling is one of the strongest and most helpful features of Family Tree Builder. This special feature, created by MyHeritage, represents a significant improvement of GEDCOM's specification for photos. For more information about Family Tree Builder and GEDCOM, you may refer to page x.

Photos are invaluable for genealogy research and help bring a family tree to life. By scanning old photos, adding them to your project on Family Tree Builder and properly annotating them, you will treasure your family's history and enable your family, relatives and friends to enjoy these photos in more ways than you may have thought possible.

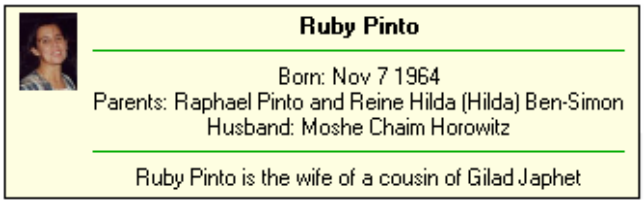
Adding old photos will most likely also benefit your research, because they can often jog the memory of older relatives and lead to the discovery of information that cannot be found elsewhere.

Note The term *photo* and *media* may be used interchangeably in this chapter. Media may refer to a photo, document file or audio/video file.

Family Tree Builder photo handling features enable you to:

- Add a photo just once and then associate it with a variety of relevant entities in Family Tree Builder so that they are displayed together, such as: elements in the family tree, a person, a family, personal facts, family facts and more.
- Navigate according to the photos of interest, including tooltips that show a photo and a summary of relevant information. For each person, a Personal Photo is displayed if one was specified. Otherwise, an anonymous silhouette is shown. We found that it is much more intuitive to navigate inside a family tree when photos are displayed for each individual, especially if you are highly familiar with that family tree. This intuitive navigation is one of the most useful capabilities of Family Tree Builder.

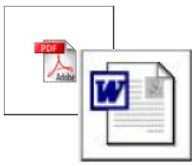
- Mark where a person's face appears in a photo in order to teach the system to whom each face belongs. This is particularly useful for group photos, which contain more than one person, in order to indicate exactly where each person is. This is much better than a textural description, such as: Grandma is the 14th person on the right, on the 6th row from the bottom.
- Designate any marked face as a Personal Photo of a person, meaning that it will become a face thumbnail representing that person that will appear in the Tree View and in various reports. This saves having to use or create a separate image for the thumbnail.


Ruby Pinto
Born: Nov 7 1964
Parents: Raphael Pinto and Reine Hilda (Hilda) Ben-Simon
Husband: Moshe Chaim Horowitz
Ruby Pinto is the wife of a cousin of Gilad Japhet

  This is an improvement over other genealogy products that can only specify a specific person's photo as primary and show it in reduced size. In these products, photos often include more than just the face, such as a full body shot, which when reduced, becomes an unidentifiable miniature. This is not the case in Family Tree Builder.
- View both sides of a scanned photo as a single entity. Old photos often have important inscriptions and dedications on their reverse side. Family Tree Builder is the first to enable you to associate a scan of the reverse side with the front side of each photo, instead of treating them as separate photos.
- Run powerful photo queries. For example to show all of the photos taken where I am with my grandfather Jesse, or to show all the photos taken in Bialystok (or a place that sounds like that using DM Soundex) in the 1930's, or to display all the photos showing my great-uncle Bob or any of his descendents.

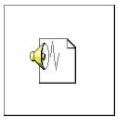
Media Types

Family Tree Builder enables you to enter a variety of types of information, as described throughout this manual, and to associate various types of media with this information: photos, documents (such as a Word file or a PDF of a scanned birth certificate) and multimedia (audio/video). Some examples of how media files may appear in Photos View are shown below:



Document

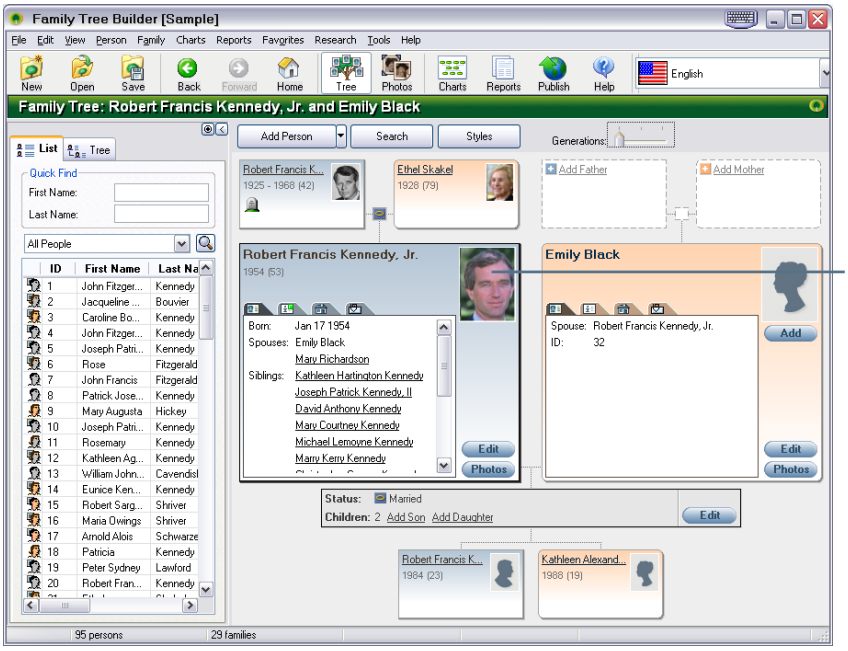
Photo



Audio/Video

Photos in Tree View

Double-clicking on a photo in the Tree View enables you to edit that photo, as described on page x.


Family Tree Builder [Sample]
Family Tree: Robert Francis Kennedy, Jr. and Emily Black
Robert Francis Kennedy, Jr.
Emily Black
You can double-click here to edit information about this photo.

Note If no Personal Photo is defined, then this person appears as a silhouette:

Double-clicking on a silhouette of a person in the Tree View or clicking on the **Add** button under it opens a wizard in which you can add a new photo, as described on page x.

Note If no Personal Photo has yet been defined for a person, then you are asked whether you want to define the current photo as a Personal Photo, as described on page x.

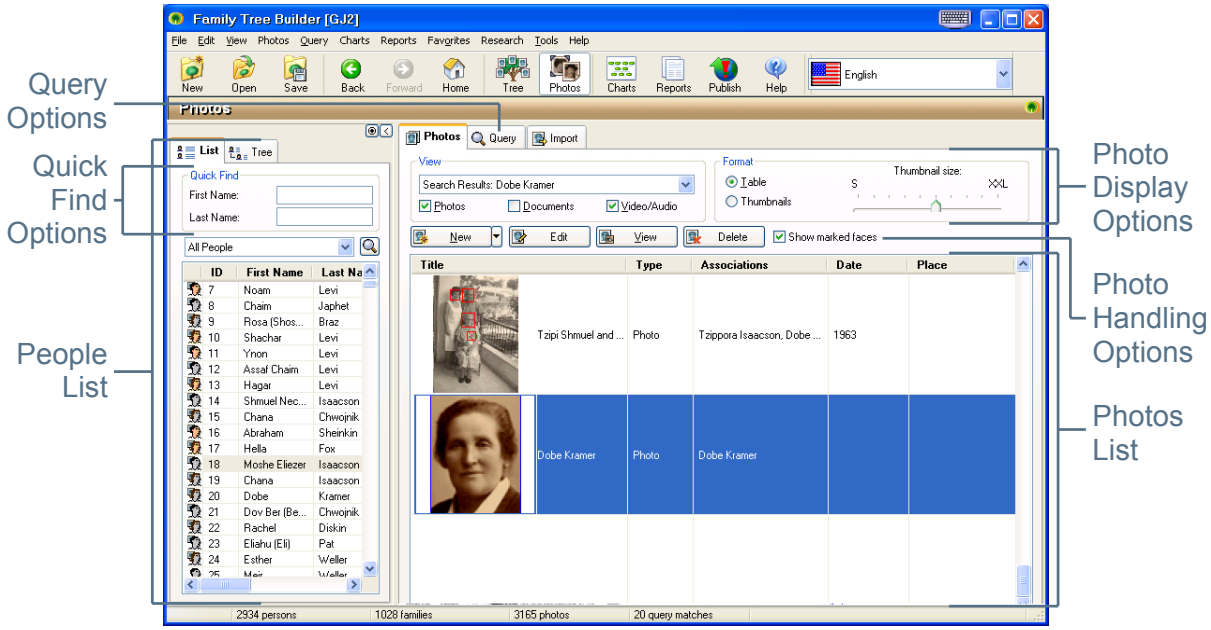
Photos View

Photos View provides a variety of options for viewing the photos, associating photos with people and facts and adding information about photos.

To view and manage photos:

- Click on the

button in the toolbar. The *Photos View* window is displayed, as shown below:

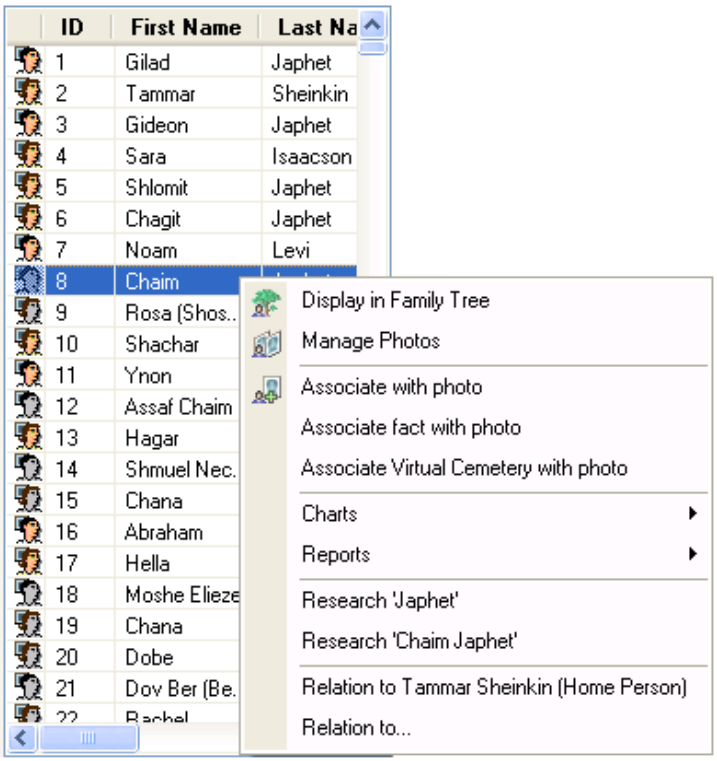


This window contains the following areas:

- **People List,** page x, lists all the people that you have already defined in Family Tree Builder and enables easy access to their photos.
- **Photos List,** page x, lists photos according to your request. It may show all the photos defined in Family Tree Builder, all the photos that are associated with a person or any other filtered list of photos that you specify by indicating in what or in whom you are interested.
- **Quick Find Options,** page x, enables quick access to a photo according to a person's name.
- **Photo Handling Options,** page x, enables you to add photos, edit information, mark faces and to view or delete photos.
- **Photo Display Options,** page x, enables you to control how photos are displayed in this window.
- **Query Options (Advanced Find),** page x, provides advanced options for finding photos in Family Tree Builder.

Photos People List

The People List in Photos View lists all the people that you have defined in Family Tree Builder. It behaves in the same way as the People List that appears in Tree View, which is described in *Chapter 3, A Quick Tour* on page 81.



To display all the photos that are associated with a specific person:

- Double-click on a person's name in the People List to display all the photos that are associated with that person.

> **Note** Instructions for associating a photo with a person are provided on page x.

The following shows the options available by right-clicking on a person the People List:

- **Display in Family Tree:** Displays this person in the center of the family tree in Tree View, as described on page x.
- **Manage Photos:** Displays Photos View, as described on page x.
- **Associate With Photo:** Associates this person with the selected photos, as described on page x.
- **Associate Fact With Photo:** Opens the *Select Fact* window from which you can select a fact that was associated with the selected person and associate it with the selected photo, as described on page x.
- **Associate Virtual Cemetery with the Photo:** Puts the selected photo into the virtual cemetery of the selected person, as described on page x. For more information about the virtual cemetery you may refer to page x.
- **Charts:** Displays a chart of ancestors or descendants of the selected person, as described on page X.
- **Reports:** Generates a variety of reports, as described on page x.
- **Research Family Name/Research Full Name:** Enables you to research this name using MyHeritage's research feature, as described on page x.
- **Relation to Person's Name:** Displays a window which describes the relationship between the selected person and the Home person, as described on page x.
- **Relation To:** Displays a window in which you can select a person in order to see the relationship between that person and a person that you select.

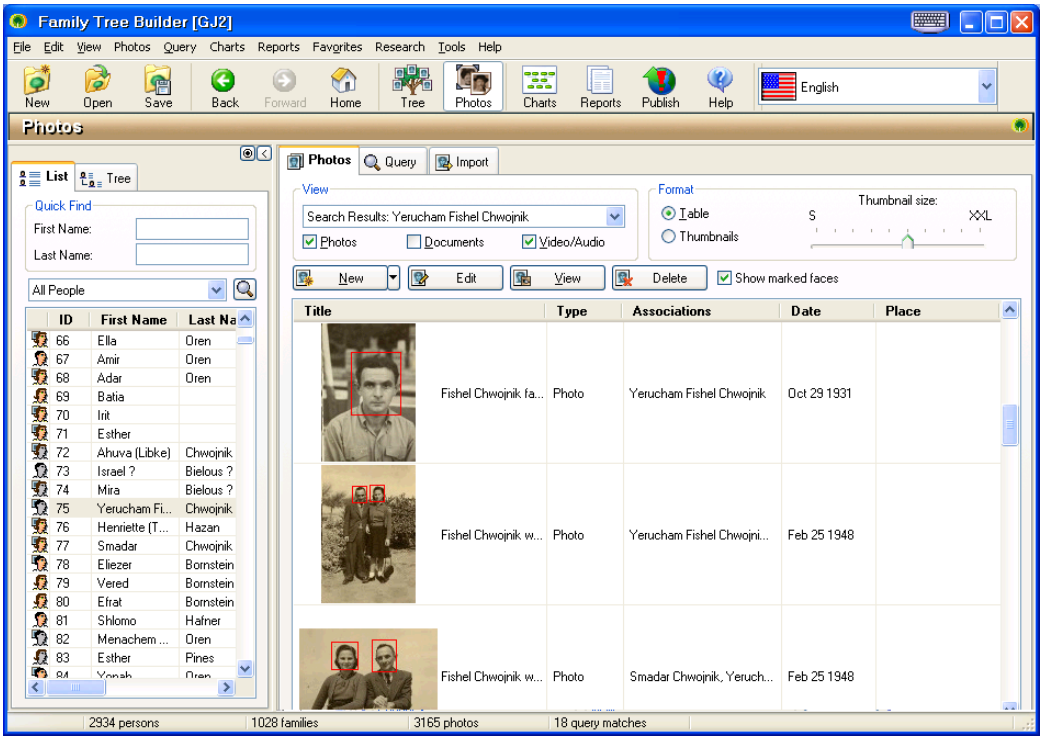
Photos List

The Photos list is displayed in Photos View when the **Photos** button is selected. It shows all the photos defined in Family Tree Builder or

- only the photos relevant to the current person or family, or
- only the photos that match the options that you have specified, for example in the **View** field.

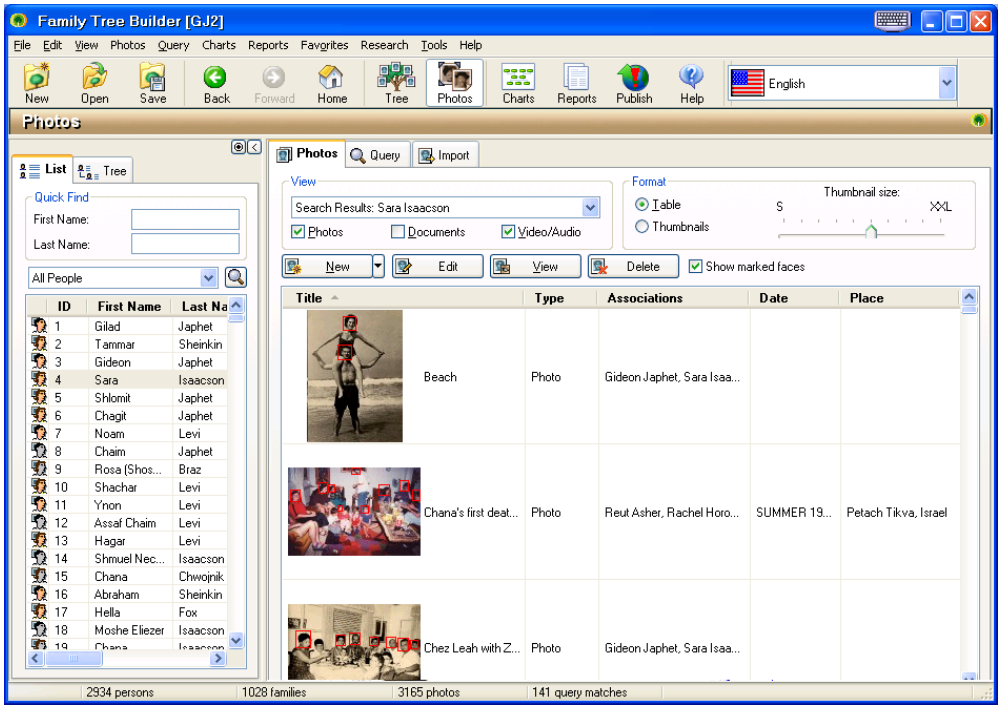
> **Tip** Double-click on a person in the People List to display all their photos.

Photos are initially listed in a table in chronological order, starting from the oldest at the top.


Family Tree Builder [GJ2]
File Edit View Photos Query Charts Reports Favorites Research Tools Help
New Open Save Back Forward Home Tree Photos Charts Reports Publish Help
English
Photos
List Tree
Quick Find
First Name:
Last Name:
All People
ID First Name Last Na
66 Ella Oren
67 Amir Oren
68 Adar Oren
69 Batia
70 Irit
71 Esther
72 Ahuva (Libke) Chwojnik
73 Israel ? Bielous ?
74 Mira Bielous ?
75 Yerucham Fi... Chwojnik
76 Henriette (T... Hazan
77 Smadar Chwojnik
78 Eliezer Bornstein
79 Vered Bornstein
80 Efrat Bornstein
81 Shlomo Hafner
82 Menachem ... Oren
83 Esther Pines
Photos Query Import
View
Search Results: Yerucham Fishel Chwojnik
Photos Documents Video/Audio
Format
Table Thumbnails
Thumbnail size: S XXL
New Edit View Delete Show marked faces
Title Type Associations Date Place
Fishel Chwojnik fa... Photo Yerucham Fishel Chwojnik Oct 29 1931
Fishel Chwojnik w... Photo Yerucham Fishel Chwojni... Feb 25 1948
Fishel Chwojnik w... Photo Smadar Chwojnik, Yeruch... Feb 25 1948
2934 persons 1028 families 3165 photos 18 query matches

To sort photos by column name:

- You can click on any column name to sort the photos. For example if you click the **Title** column, the photos will be sorted by their title, as shown below:

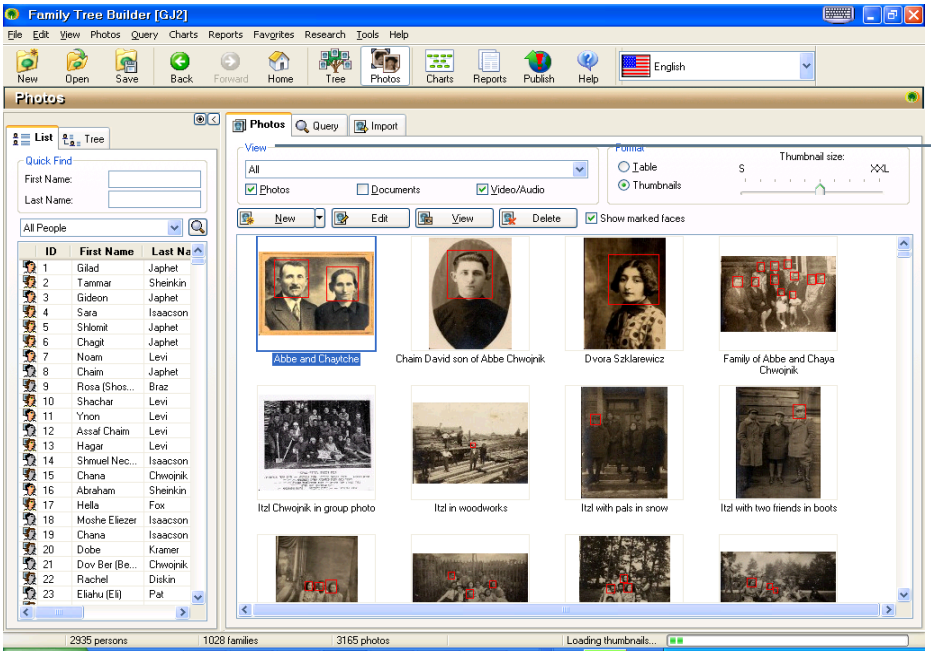


Photos Display Options

The following describes a few of the options that enable you to control how and which photos are displayed in *Photos* View:

Photos Views

The **View** field enables you to select from any of the values in its dropdown menu, in order to specify which photos are displayed.



The following types of options may be available:

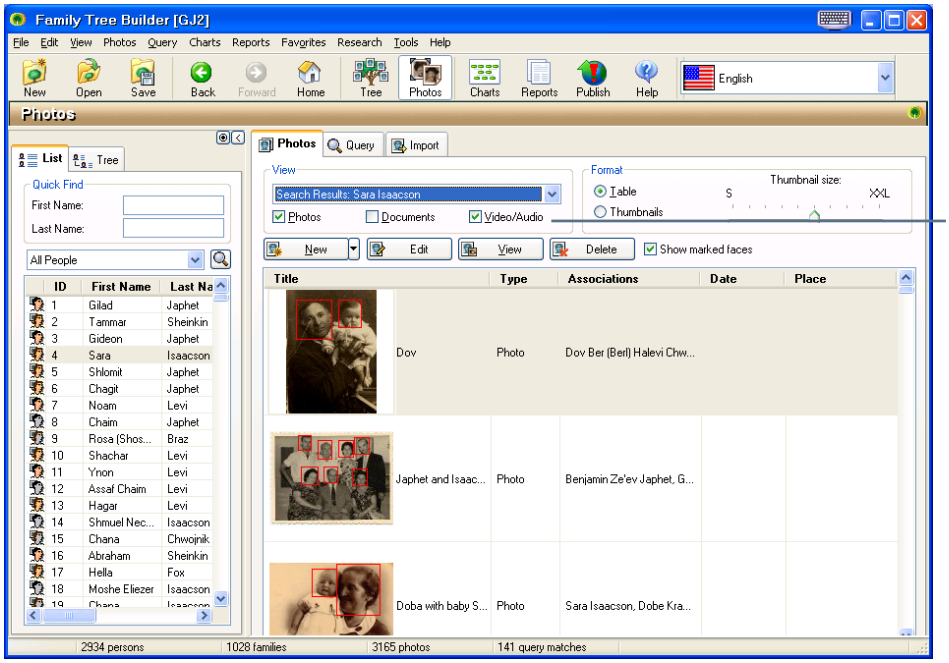
- **All:** Shows all the photos in your family tree.
- **Virtual Cemetery:** Shows all the photos that have been assigned to MyHeritage's virtual cemetery, as described on page x. These typically are photos relating to death, funerals or tombstones.
- **Recently Added Items:** Shows all the media items that were added in the last session (since the last time you logged in).
- **Saved Search Results:** Shows the searches that you have defined in the **Query** tab and saved, as described on page x.

Photos Type Display

This section of the window enables you to define what types of media are listed in the window.

To specify the media type display:

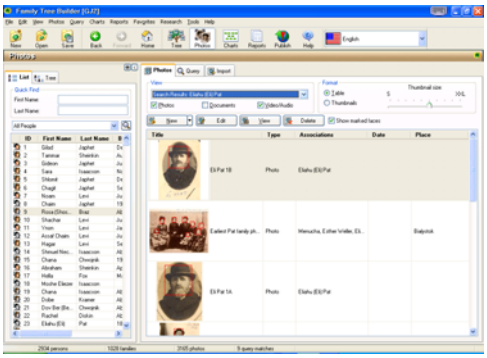
- Under the **View** field, you can click in the **Photos** checkbox to specify that only photos are displayed or in the **Documents** (Word, PDF and so on) checkbox to specify that only documents are displayed or in the **Video/Audio** checkbox to specify that only video or audio files are displayed.



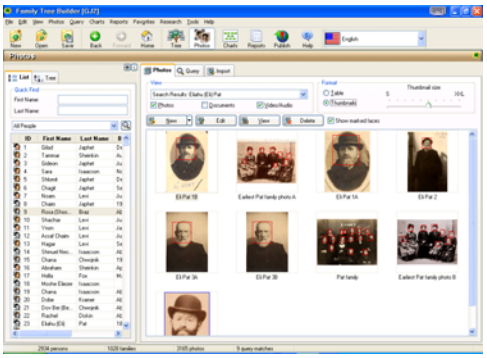
Photos Format Display

To specify the photos format display:

- You can select the **Table** radio button in the **Format** area to display the photos as a table, or the **Thumbnail** radio button to display the photos as thumbnails, as shown below:



Table



Thumbnails

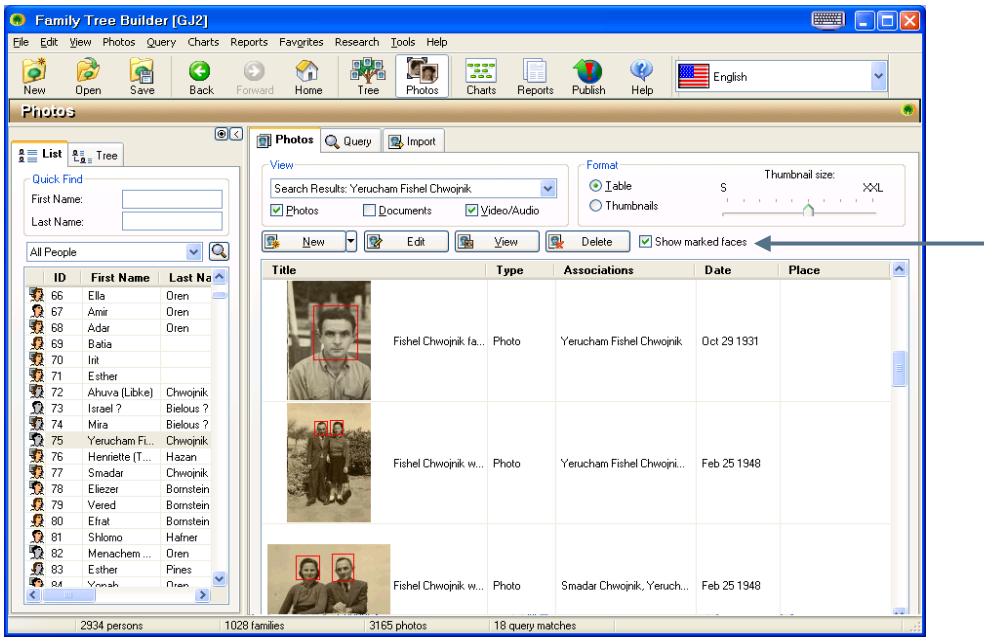
The table then displays the name of the media, associations, media type, date, place and so on.

To adjust the size of the thumbnails:

- You can adjust the size of the thumbnails using the slider on the top right of the window. Moving it towards the XXL (Extra, Extra Large) on the right side makes the thumbnails larger, and moving it towards the S (Small) on the left side makes the thumbnails smaller.

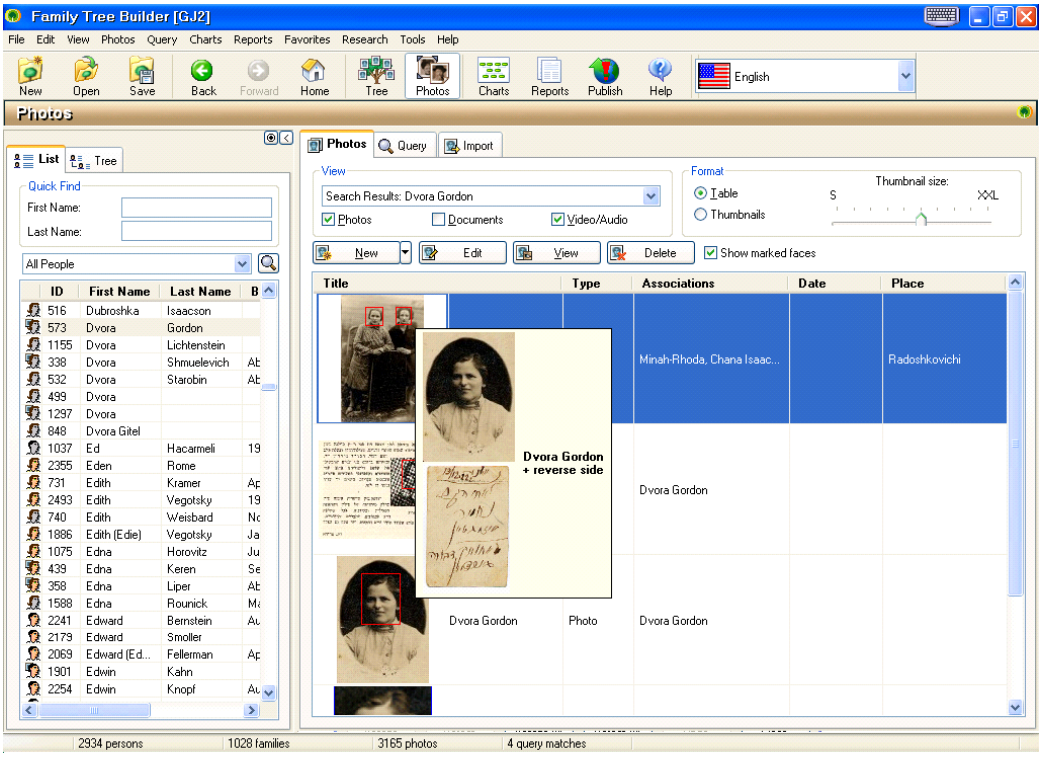
To mark identified faces:

- You can click the **Show Marked Faces** checkbox to mark the faces identified in each photo, as shown above. Each person has one Personal Photo that is shown to represent them in various situations in Family Tree Builder, such as in the Tree View. By default, the photo that contains this Personal Photo marks the face in a blue rectangle. Other occurrences of that person's face are marked by a red rectangle.



To display more information:

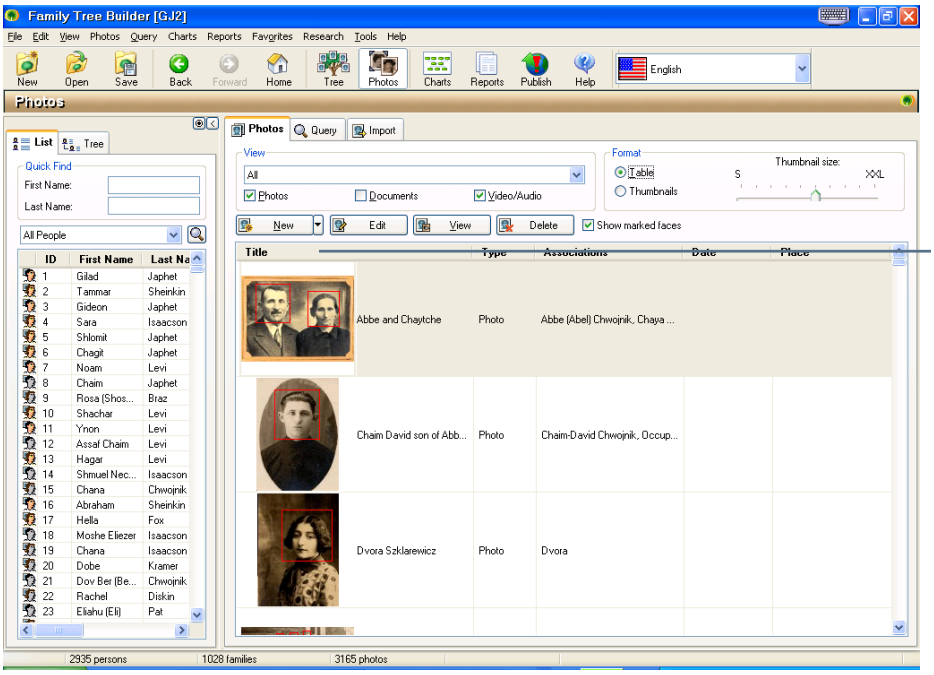
1 When thumbnails are displayed, you can hover over a photo to display a larger photo image and more textual information, as shown below:



2 You can also double-click on the photo to display it in the MyHeritage Image Viewer that provides various display options, as described on page x.

Sorting Photos

You can click on a column header to sort the photos accordingly.



Quick Find Options

The **Quick Find** area above the People List enables quick access to a photo according to a person's name. You may refer to page x for a description of this feature, which is the same as in the Tree View.

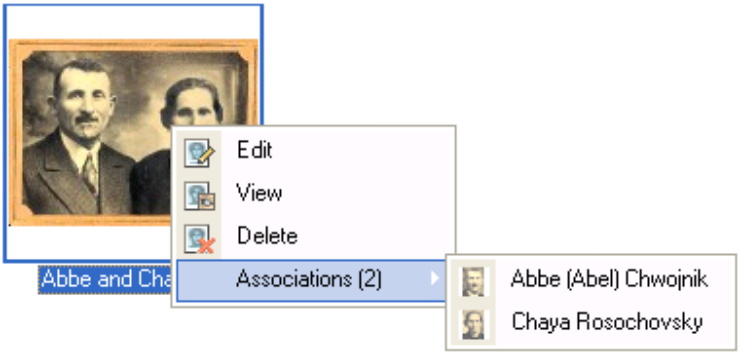
The People List also enables you to sort this list by first name, last name, birthday date, death date, relation and more. Click on a person in the list to show their photos.

Photos Handling Options

The following buttons enable you to add, edit, view or delete photos:

- **New:** Opens a wizard in which you can add a new photo or any other media to Family Tree Builder, as described on page x.
- **Edit:** Opens the *Edit Photos* window in which you can define various characteristics of the photo, as described on page x.
- **View:** Opens the MyHeritage Image Viewer that provides various display options, as described on page x.
- **Delete:** Removes the selected photo from Family Tree Builder.

You can also right-click on a photo to display the following menu:



This menu provides the following additional option:

- **Associations:** Displays the other people with which this photo was associated. You may select a person from this list to display them at the center of the Tree View, as described on page x. You may also refer to page x for a description of how to define associations. You can then click the **Back** button in the toolbar to redisplay the Photos List.

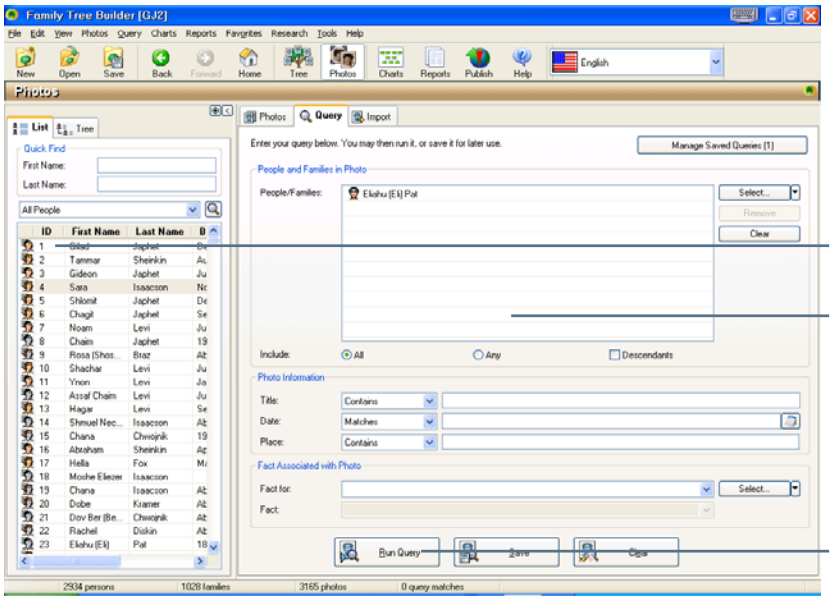
Query Options (Advanced Find)

Provides advanced options for finding photos in Family Tree Builder. Select the **Query** tab at the top of the window to display the following window:

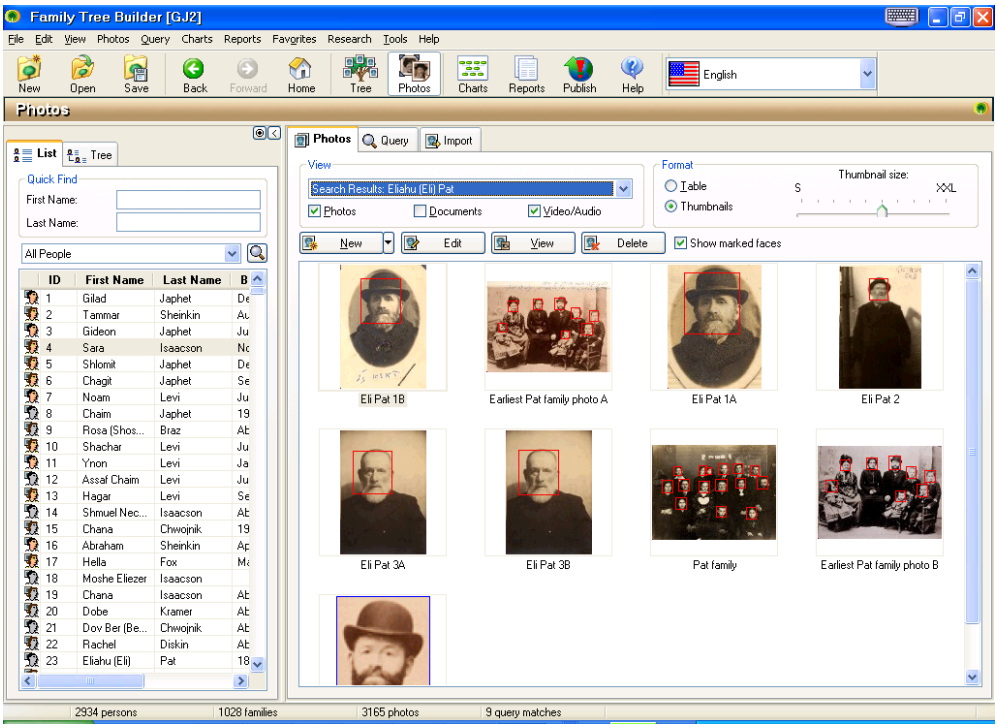
To find a photo or another type of media:

1 Specify the criteria of the media to be found.

2 One easy way is to drag one or more people from the People List into the **People/Families** area in the center of the window.

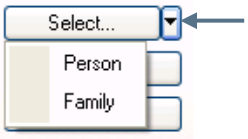


3 Click the **Run Query** button. A list of images is then displayed that match the criteria that you specified, as shown below:



Another way is to fill out this window as described below:

1 Click on the arrow to the right of the **Select** button to select whether you are interested in photos associated with a person or a family.

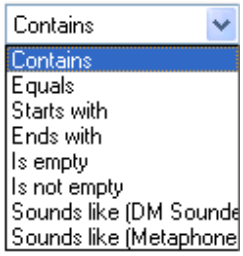


2 Click the **Select** button to display a list of people or families according to your selection in step **1** above. The list of the people or families that you select then appears in the list.

3 Under the list of people or families specify whether all, any or the descendants of the people or families that you select here should be found, as follows:

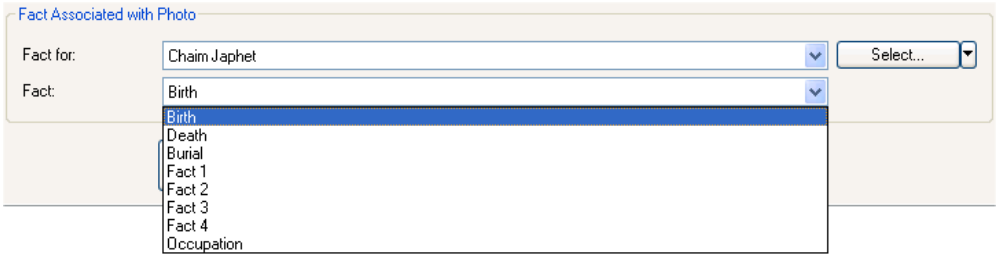
- **All:** All the people or families listed in the **People/Families** field are in the photo.
- **Any:** Any of the people or families listed in the **People/Families** field are in the photo.
- **Descendants:** The descendants of the people or families listed in the **People/Families** field will also be included.

4 In the **Photo Information** area, specify the photo information of interest. Specify the **Title**, **Date** and/or **Place** of the photo. A variety of options are provided to clarify which type of information you want, as shown below:

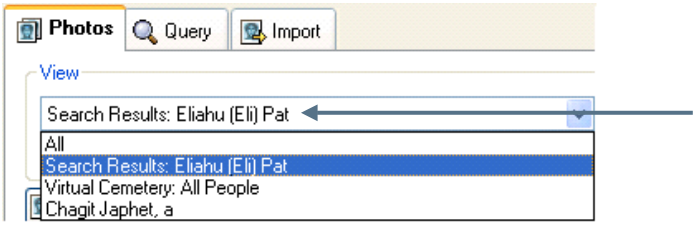


You may of course use the button to specify the date(s), as described on page x.

5 In the **Fact Associated with Photo** area, specify information about the facts that were entered about the photo. Specify a fact that is associated with this photo by selecting the arrow next to the **Select** button, select **Person** or **Family** and then select the person or family from the displayed window and click **Select**. The **Fact** field will then provide a list of the facts available about this person or family for your selection, as shown below:



6 Optionally, you can save this definition for future use by clicking the **Save** button. This saved query is then available for redisplay in the **View** area of the Photos View, as shown below:



7 Click the **Run Query** button to display a list of photos that match the criteria that you defined here.

Note The **Manage Saved Queries** button in the top right of the window indicates how many queries where saved (for example Manage Saved Queries (2) means that two queries were saved). Clicking it opens a window that enables you to define the order in which queries appear in the **View** field, to rename or to delete queries.

Note If you click the **Clear** button, then the current query definitions in the window are erased.

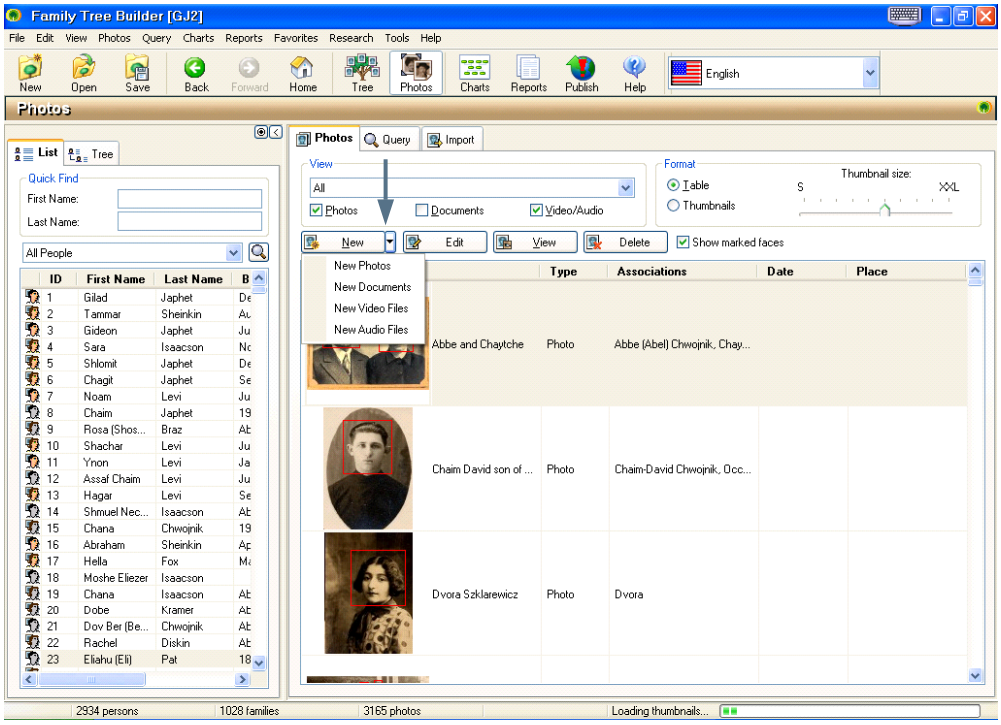
Adding New Photos

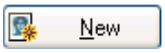
Family Tree Builder enables you to add photos, documents, video files and audio files to your family tree.

To add one or more photos:

1 Click the dropdown arrow on the right side of the

button, as shown below, and select the relevant option to add the required media.

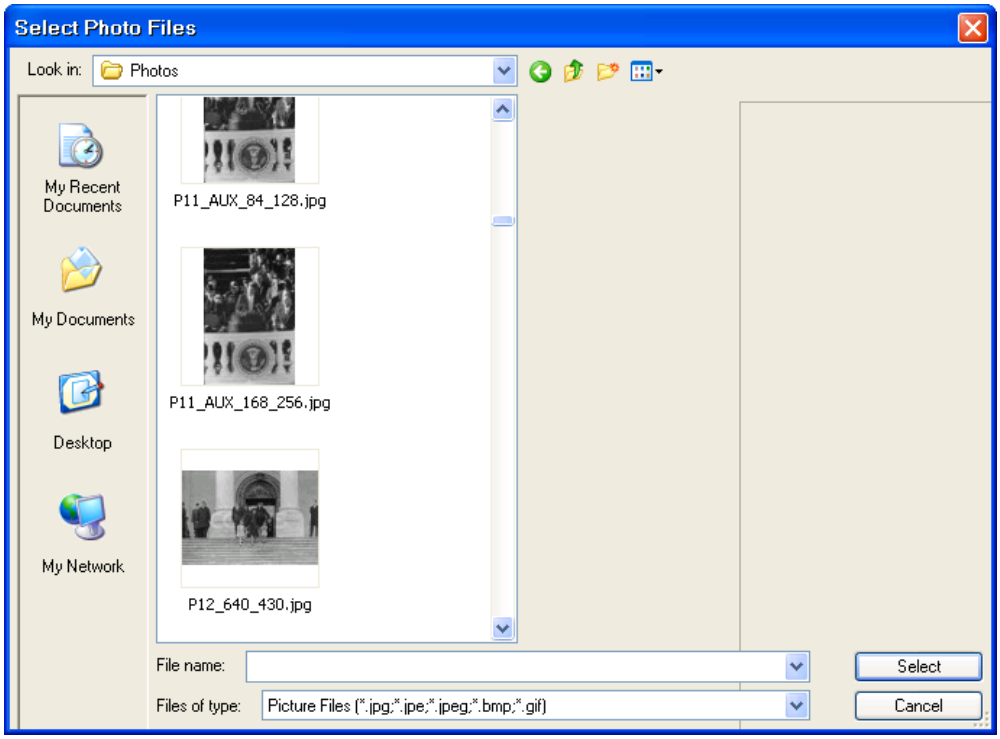


Clicking the 

button assumes that you want to add a photo. The following window is displayed:

Add New Photos Wizard
This wizard helps you add new photos.
Please click 'Browse' below to select photos that you wish to add. Click 'Next' to add them.
Browse...
Back
Next
Cancel

2 Click the Browse... button to display a *File Selection* window, such as the following:



3 Select a file and click Select. You also have the option to select multiple files to be added using the **Ctrl** and **Shift** keys on your keyboard and then click the Select button. The selected file(s) are then displayed in the wizard in a list, as shown below:

4 Click **Next** to display a success window and then click **Finish**. These photos have now been added to your Family Tree Builder project. After you add a photo, you can then enter more information about it, as described in the section that follows on page x.

Note The last window of the *Add Photo* wizard contains the **Edit the details of the photo now** field which is automatically selected to indicate that the *Edit Photo* window described in this section opens by default.

Editing a Photo

Editing a photo in Family Tree Builder enables you to benefit from the wonderful photo features provided by Family Tree Builder.

The *Edit Photo* window, shown below, is either displayed:

- Automatically after you finish adding a single photo.
- When you double-click on a photo in Photos View or Tree View.
- When you select a photo and click the **Edit** button.

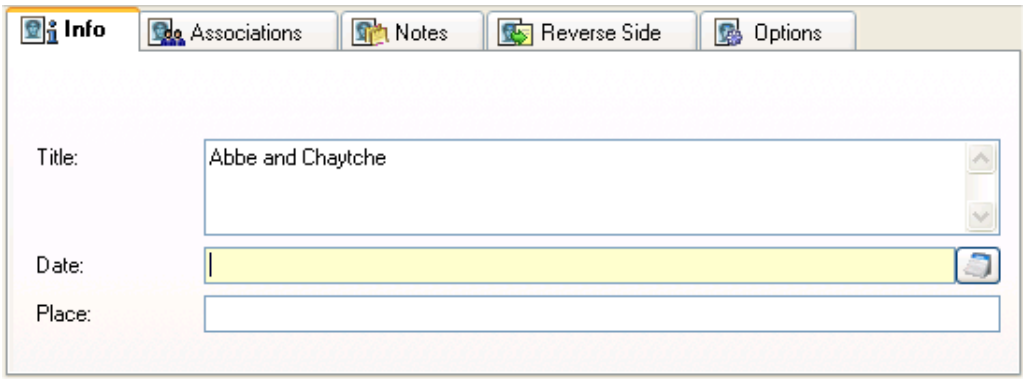
The *Edit Photo* window provides a number of tabs that enable you to handle the photo and associate information with it.

This window contains the following areas:

- **People List,** page x, lists all the people that you have already defined in Family Tree Builder and enables easy access to their photos.
- **Photo Information,** page x, provides a number of tabs in which you can specify information about the photo.
- **Photo Zoom Tools:** The following tools are provided for manipulating the display of the photo in this window, as follows:
  - **Zoom In** **:** Enlarges the view of this photo.
  - **Zoom Out** **:** Reduces the view of this photo.
  - **Fit to Window** **:** Resizes the display of the photo so that all of it is **displayed** in the current window size. If you enlarge the window, the photo will adjust its display size accordingly.
- **Status Bar:** Shows the file type of the photo, its size in pixels and the percentage of its size at which it is displayed.

Photo Information

At the top of the *Edit Photo* window, above the photo, tabs are provided for entering information about the photo, as shown below:



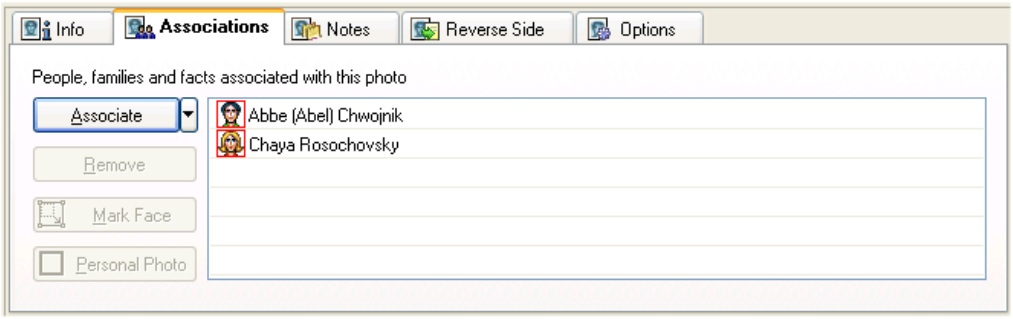
Info Tab

The **Info** tab, as shown above, enables you to enter the name of the photo that will appear under it wherever it appears in Family Tree Builder, along with the date it was taken and the place where it was taken.

> **Note** You may refer to page x for a description of the special date entry features provided in Family Tree Builder.

Associations Tab

The **Associations** tab, as shown below, enables you to connect between people in the **People** list and various types of media, so that you can easily view all the media relating to a specific person or family.

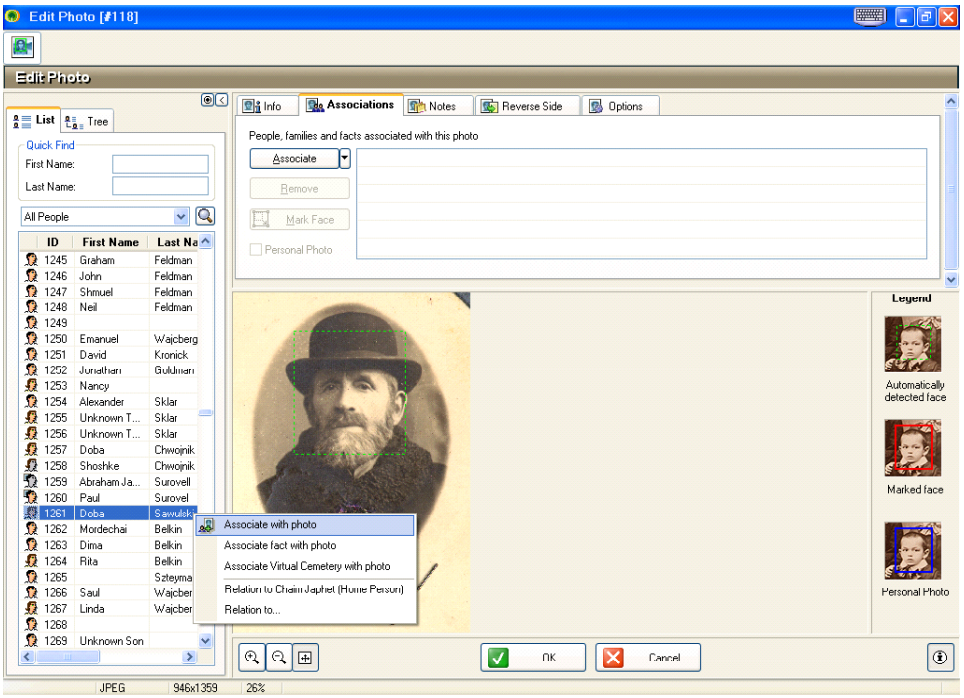


The list in the center shows the people, families or facts that have already been associated with the selected media. An icon to the left of each indicates to what it is associated, as follows:

- : Indicates a person.
- : Indicates a fact.
- : Indicates the virtual cemetery.
- : Indicates a family.

To associate a person with this photo, do one of the following:

- Either:
  - Right-click on the relevant person(s) in the People List and select **Associate with photo**, as shown below:



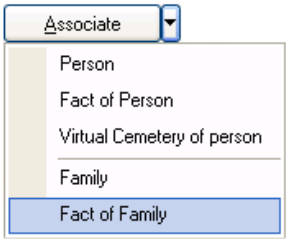
  - Select the relevant person(s) in the People List and click the **Associate** button.
  - Click on the arrow to the right of the **Associate** button and select **Person**.
  - Drag the person from the People List and drop it onto the photo. If a face was identified, you can drop it into the relevant green rectangle.

> **Note** For more information about marking a face, you may refer to page x.

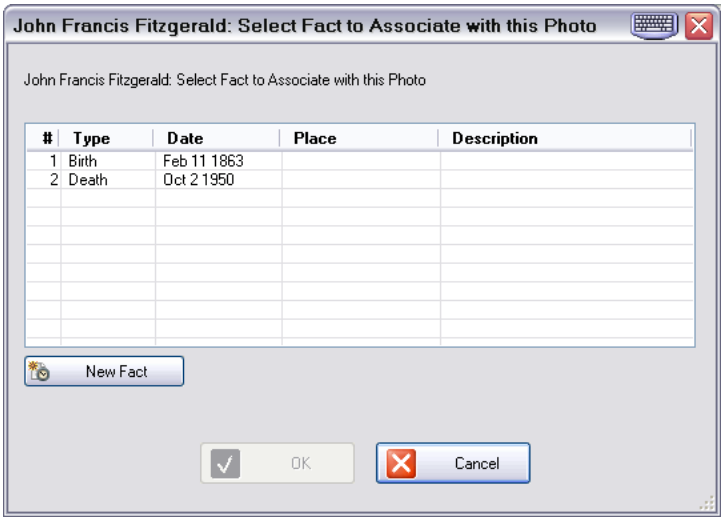
> **Note** Once a person is associated with a marked face, a red rectangle marks that person's face.

Associating Media

You can associate a media with a variety of items by clicking the arrow to the right of the **Associate** button, as shown below:



- **Person:** Selecting this option opens a list of people with whom you can associate this photo.
- **Fact of Person:** Selecting this option first displays a list of people from which you can select. After selecting a person, the window below is displayed. In this window you can select a fact about that person to associate with this media. You can also define a new fact for that person, if required. You may refer to page x for a description of how to define facts.


John Francis Fitzgerald: Select Fact to Associate with this Photo
John Francis Fitzgerald: Select Fact to Associate with this Photo
Type Date Place Description
1 Birth Feb 11 1863
2 Death Oct 2 1950
New Fact
OK
Cancel

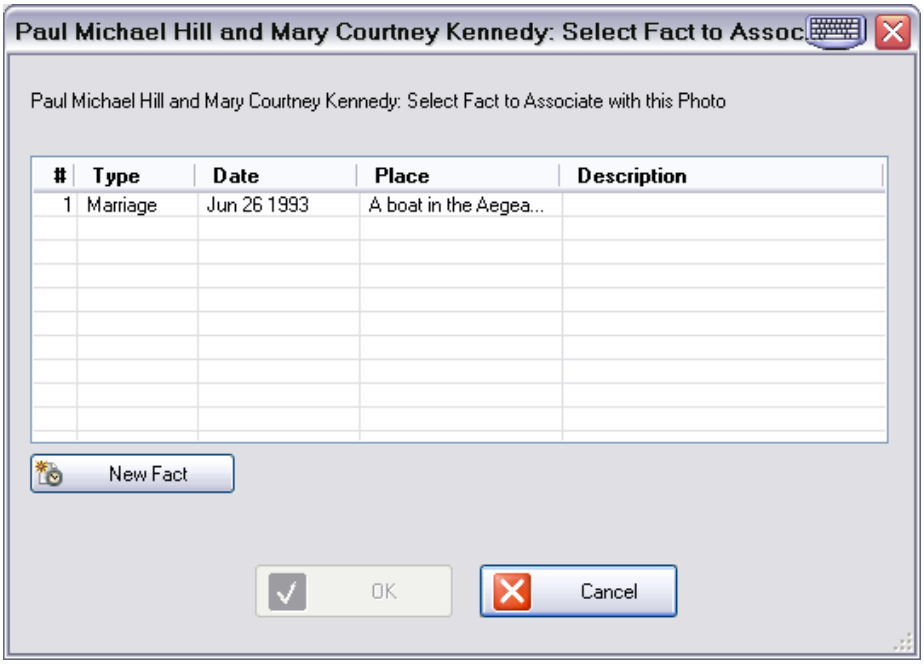
- **Virtual Cemetery of person:** Adds this media to the Virtual Cemetery of this person which can be displayed, as described on page x.

> **Note** Adding a photo to the Virtual Cemetery of a person is equivalent to associating the photo to the Burial fact of this person.

- **Family:** Selecting this option displays the following window in which you can select a family with which to associate with this media.

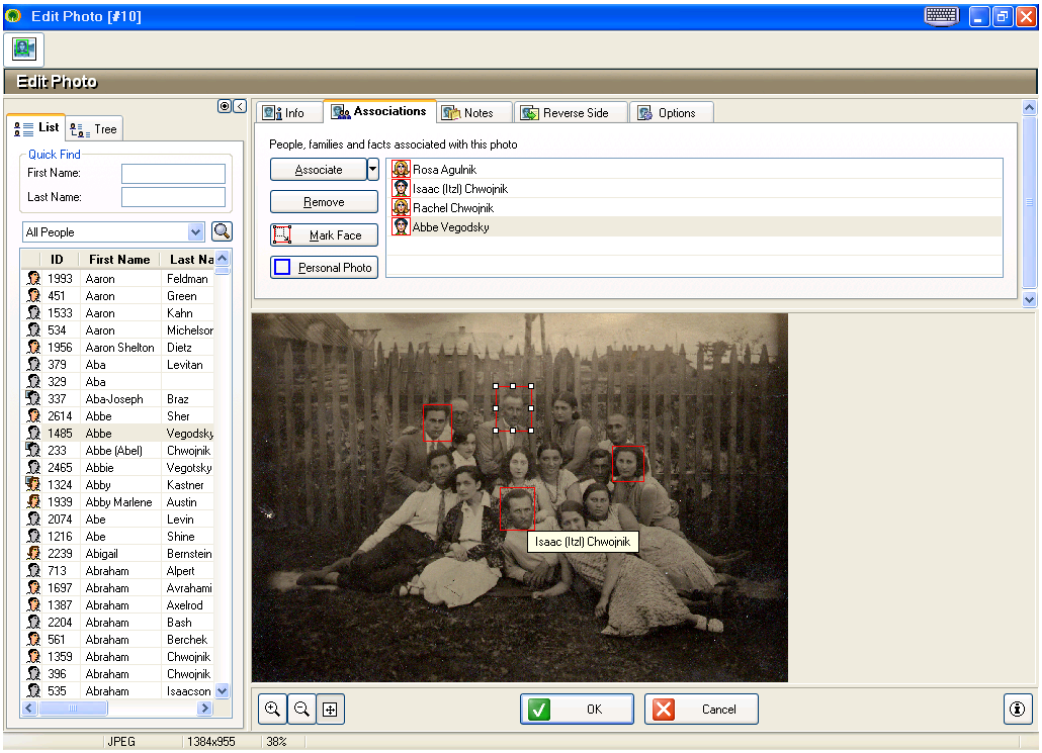
Associate Family with Photo
ID
Husband
Wife
Marriage Date
1 Gilad Japhet Tammar Sheinkin Sep 20 2000
2 Gideon Japhet Sara Isaacson Mar 8 1956
3 Noam Levi Chagit Japhet Jul 30 1991
4 Chaim Japhet Rosa (Shoshana) Braz Aug 10 1926
5 Shmuel Nechemia Isaacson Chana Chwojnik 1933
6 Abraham Sheinkin Hella Fox Nov 28 1968
7 Moshe Eliezer Isaacson Dobe Kramer
8 Dov Ber (Berl) Halevi Chwojnik Rachel Diskin
9 Eliahu (Eli) Pat Esther Weller 1896
10 Meir Weller Menucha
11 Gershon Michaeli Michal Japhet Jul 27 1983
12 Aharon Horowitz Tzippora Isaacson Nov 7 1961
13 Benjamin Ze'ev Japhet Shoshana Chana Fajerman Jun 12 1961
14 Shlomo Gendelman Yael Horowitz Dec 31 1990
15 Roni Asher Rachel Horowitz
16 Moshe Chaim H Dec 28 1987
17 Zorach Oren
18 Chaim Oren
19 Shlomo Oren
20 Shlomo Oren
21 Avner Oren Jan 27 1976
22 Israel ? Bielous
23 Yerucham Fishe Nov 30 1932
Husband: Shlomo Gendelman
Born: Dec 23 1965
Wife: Yael Horowitz
Born: Sep 23 1967
Married
Married: Dec 31 1990
1020 families
Select
Close

- **Fact of Family:** Selecting this option first displays a list of families for your selection. After selecting a family the window below is displayed. In this window you can select a fact of that family to associate with this media. You can also define a new fact for that family, if required. You may refer to page x for a description of how to define facts.


Paul Michael Hill and Mary Courtney Kennedy: Select Fact to Assoc
Paul Michael Hill and Mary Courtney Kennedy: Select Fact to Associate with this Photo
Type Date Place Description
1 Marriage Jun 26 1993 A boat in the Aegea...
New Fact
OK
Cancel

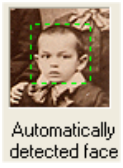
Face Recognition - Marking a Face

Family Tree Builder enables you to mark specific faces in a photo and to associate this marking with a specific person. This is very useful, for example, in group photos like the one shown below. After a person's face has been marked, when you hover over it, a tooltip is displayed with that person's name.

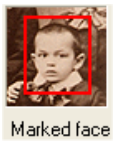


Family Tree Builder also provides a wonderful feature that automatically identifies faces in a photo. Faces that are automatically identified are marked by a green rectangle. This option is turned on by default or it can be turned off/on in the **Options** tab, as described on page x.

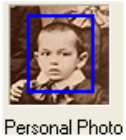
You may click the button on the bottom right of the *Edit Photos* window to display a legend reminding you that:



- Automatically identified photos are highlighted by a green rectangle, as described above.



- Manually marked faces in photos are highlighted by a red rectangle, as described on page x.



- The face in a photo that you marked as the Personal Photo is highlighted by a blue rectangle.

Note

Personal Photos: Family Tree Builder enables you to assign a single picture to each person in order to represent them wherever possible, such as in a report, in a thumbnail that is displayed when you hover over a person, in a list or when they are shown in Tree View. Typically, this photo should be a portrait of their face. You may refer to page x for instructions on defining a person's personal photo.

The **Show Marked Faces** button toggles the face markings on and off so that they are visible or not, but they are still marked even when they are not visible.

To mark a face:

1 Select the name of the person in the **Association** list. If that person does not exist in the list, then add him or her, as described on page x.

2 Click the

button. The cursor becomes a crosshair.

3 Drag and draw a box around the person's face.

4 You can then resize or move the box as necessary.

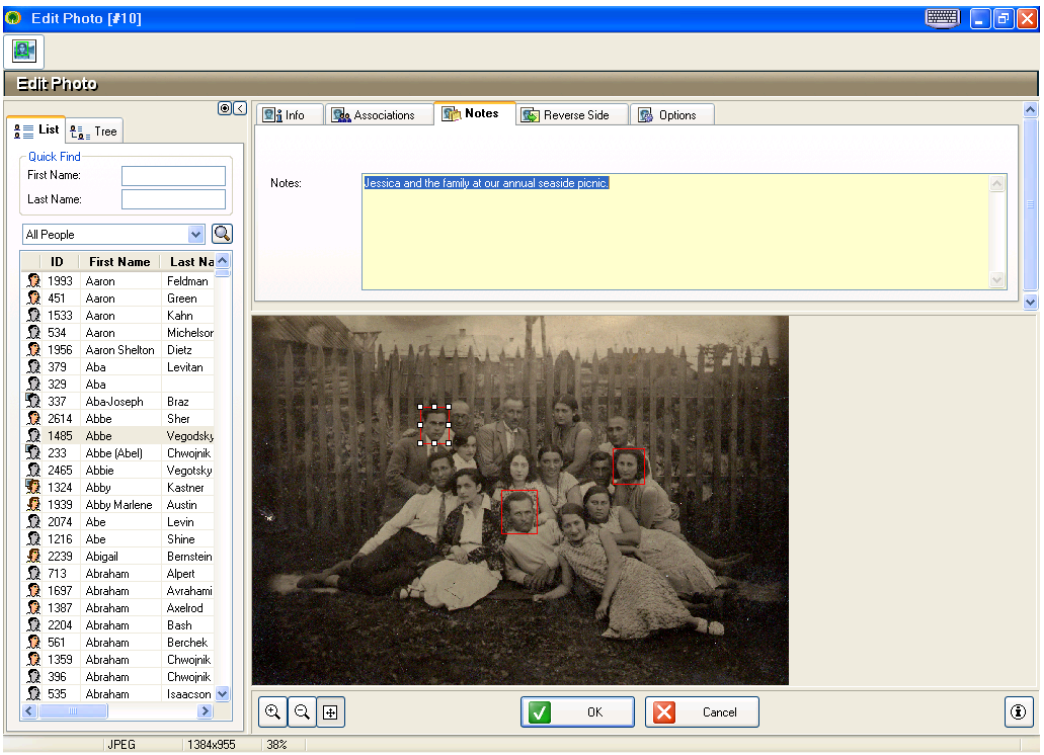
> **Note** The little white boxes on the Mark Face rectangle are called *handles*, and they indicate which box is selected. You can click on them and drag them to resize the box.

5 Click the

button to specify that a specific photo is the Personal Photo of that person, which will represent that person in various places in Family Tree Builder, such as in Tree View. The box is then displayed in blue. The dimension of a Personal Photo always retains the height/width proportions of 4x3 and thus will force the shape of the rectangle to these proportions.

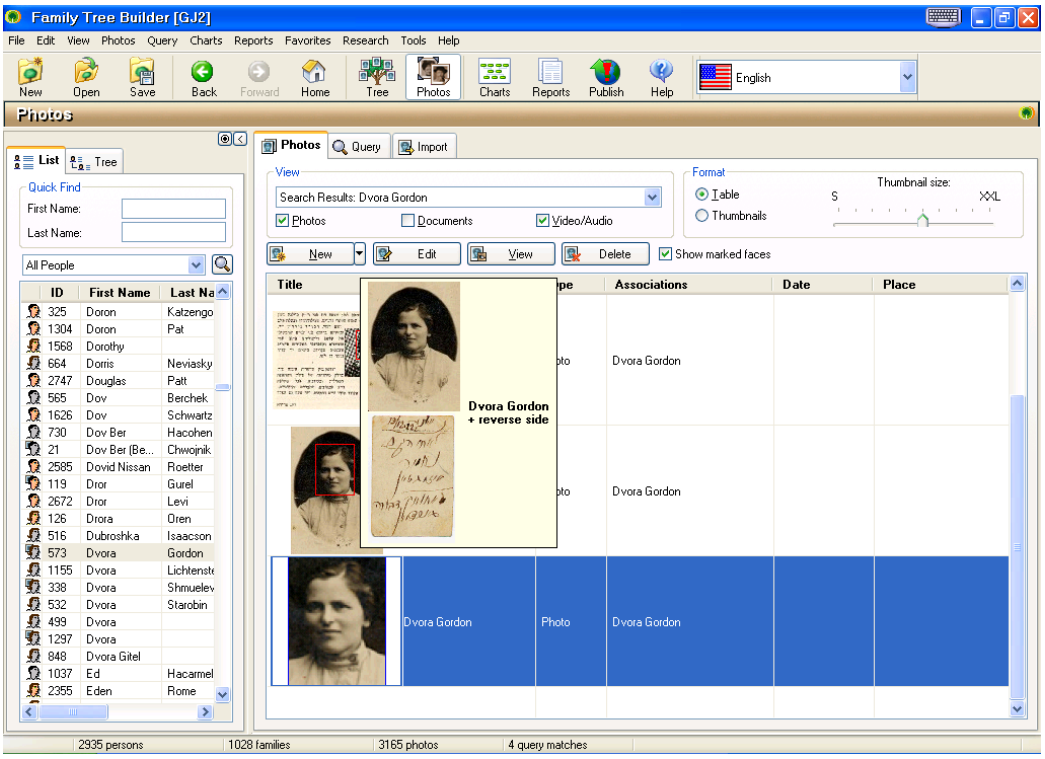
Photos Notes Tab

The **Notes** tab, as shown below, enables you to enter notes describing the photo.

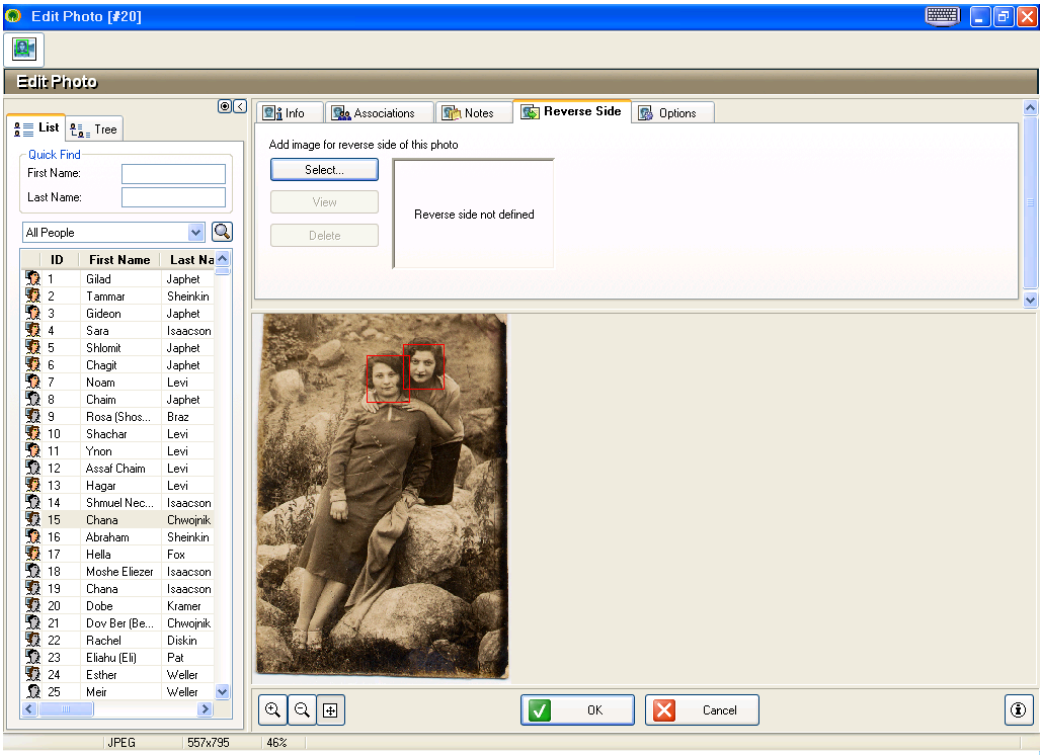


Reverse Side Tab

Old photos often have important inscriptions and dedications on their reverse side. An example of the tooltip that is displayed with a reverse side when you hover over a photo is shown below:



Family Tree Builder is the first to enable you to associate a scan of the reverse side with the front side of each photo, instead of treating them as separate photos.



To define a reverse side:

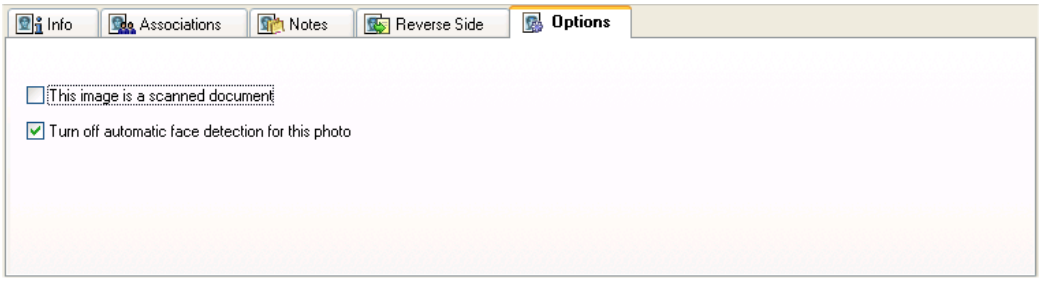
1 Click the **Select** button. A file selection window is then displayed.

2 Select a file of the reverse side and click **Select**.

Once a reverse side is defined, you can click **View** to open the photo in the MyHeritage Image Viewer, as described on page x, or click the **Delete** button to delete the reverse side definition with this media.

Options Tab

The **Options** tab provides the following options:



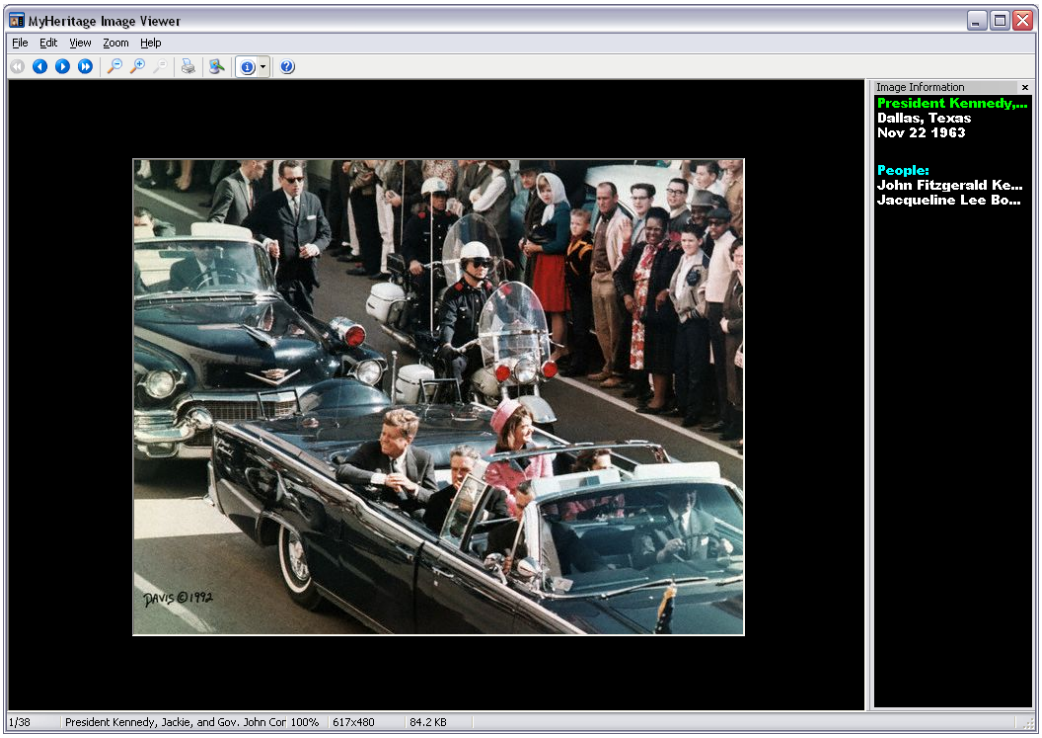
- **This image is a scanned document:** Check this option when the media file is in a format that may be used for a photo (such as JPEG or TIF) even though it is a scanned document.
- **Turn off automatic face detection for this photo:** Check this option to turn off automatic Family Tree Builder face detection, which is described on page x.

Viewer Window

The *Image Viewer* window can be displayed by performing one of the following actions:

- Clicking the **View** button in Photos View.
- Right-clicking on a photo and selecting **View**.

This displays a large view of the photo, its name, place and date and provides a list of the people that are marked in it on the right, as shown below:



These tools enable you to browse though the images listed in Photos View and provide various display options, as follows:

- : Jumps to the first image listed in Photos View.
- : Jumps to the previous image listed in Photos View.
- : Jumps to the next image listed in Photos View.
- : Jumps to the last image listed in Photos View.
- : Zooms out the image making its display smaller. The relative size of the image that is displayed in the window (for example 30%) is shown on the bottom right of the window.
- : Zooms in the image making its display larger. The relative size of the image that is displayed in the window (for example 150%) is shown on the bottom right of the window.
- : Displays the image in its actual size, meaning 100%.
- : Prints the image.
- : Sets this image as the background for your desktop (also called *wallpaper*).
- : Toggles on and off the display of the **Image Information** panel that shows the image's name, place and date, and provides a list of the people that are marked in it on the right. You can click the arrow on the right of this tool to specify that the image information is displayed on the top, bottom, right or left of the image or whether it is a floating (separate) window.

The menu options provided in the MyHeritage Image Viewer perform the same functions as above with a few simple and clear additions.

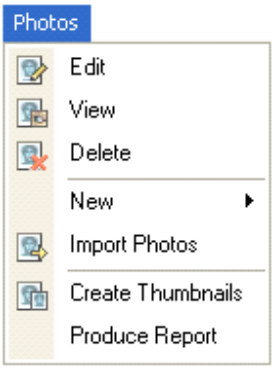
Photos Menu Bar

The Photos mode in MyHeritage provides additional menus:

- **Photos Menu,** as described on page 190.
- **Query Menu,** as described on page 191.

Photos Menu

The following describes each of the options in the **Photos** menu:

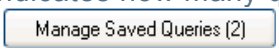


- **Edit:** Opens the *Edit Photo* window in which you can define various characteristics of the media, as described on page x.
- **View:** Opens the MyHeritage **Image Viewer** that provides various display options, as described on page x.
- **Delete:** Removes the selected image from Family Tree Builder.
- **New:** Opens a wizard in which you can add a new photo or any other media to Family Tree Builder, as described on page x.
- **Import Photos:** Enables you to specify a folder, a device or your email and to import all the photos in that folder into Family Tree Builder. A summary of the number of photos imported is displayed at the end.
- **Create Thumbnails:** Generates the thumbnails of the photos.
- **Produce Report:** Produces a photo album.

Query Menu

The following describes each of the options in the **Query** menu:

- **Run Query:** Displays a list of photos that match the criteria that you defined in the **Query** tab, as described on page x.
- **Clear:** Clears the current query definitions in the **Query** tab.
- **Save:** Saves the current definitions in the **Query** tab for future use.

> **Note** The **Manage Saved Queries** button in the top right of the window indicates how many queries where saved (for example 
>
> means that two queries were saved). Clicking it enables you to define the order in which queries appear in the **View** field, to rename or to delete queries.

Virtual Cemetery

A virtual cemetery is available in Family Tree Builder to enable you to view all the photos, documents and audio/video files associated with deaths, burials, and/or funerals.

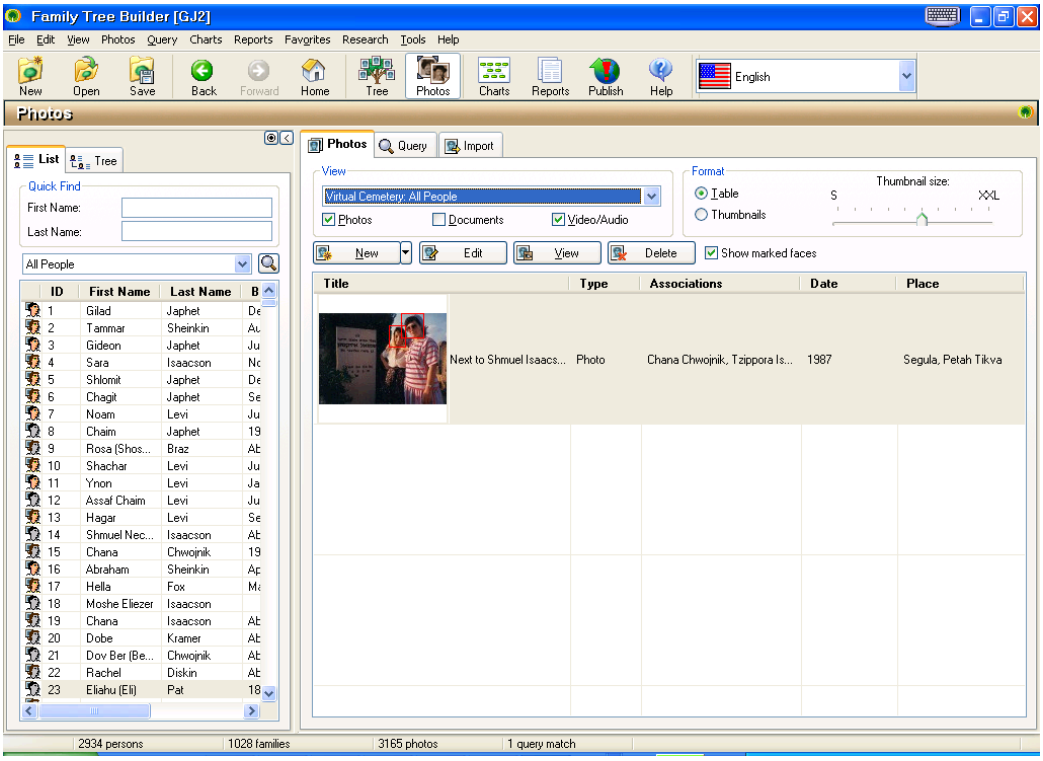
People that are deceased appear with a **Tombstone** icon in the title of their family tree. If you hover over it, a tooltip is shown about the death, as shown below:

A green picture frame appears on tombstone icons to which media was added.

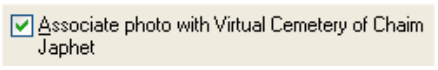
To display the virtual cemetery:

- Double-click on the **Tombstone** icon on a person's card, as shown below:

to display the virtual cemetery, which shows all the media associated with the death and funeral, as shown below:



Note If you add a new photo while viewing a virtual cemetery, then the last window of the wizard contains the following check box. Check it to specify that this photo belongs to that person's virtual cemetery.



Chapter 5

Charts

Chapter 5

Charts

About This Chapter:

This chapter describes the types of charts that Family Tree Builder provides and how to create and customize them.

Family Tree Builder provides the following types of charts:

- **Ancestor Charts,** which shows the selected person, his or her spouse(s) and the parents, grandparents and so on.
- **Descendant Charts,** which shows the selected person, his or her spouse(s), the children, the grandchildren and so on.
- **Fan Charts,** which shows the selected person, and that person's descendants or ancestors in a chart that is shaped like a fan.
- **Close Family Charts,** which shows the selected person and a few close generations of that person's family.

This chapter also contains the following sections:

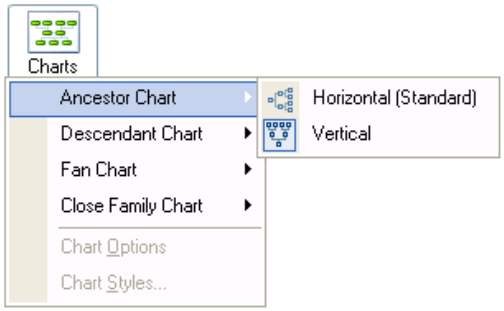
- **Displaying a Chart,** page 197, describes how to display a chart of ancestors or descendants.
- **Configuring Chart Appearance,** page 203, describes options for defining the appearance of your charts.

Displaying a Chart

You can easily select from the menu options to display a chart of ancestors or descendants either vertically or horizontally, as described below:

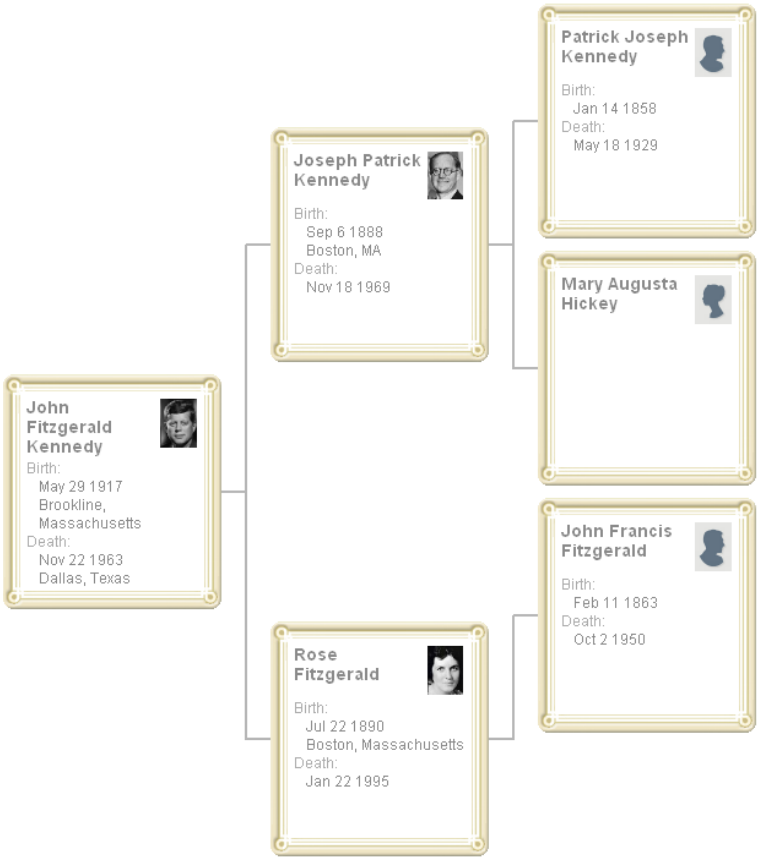
To display a chart:

1 Click the **Charts** button to display the *Charts* menu, as shown below:

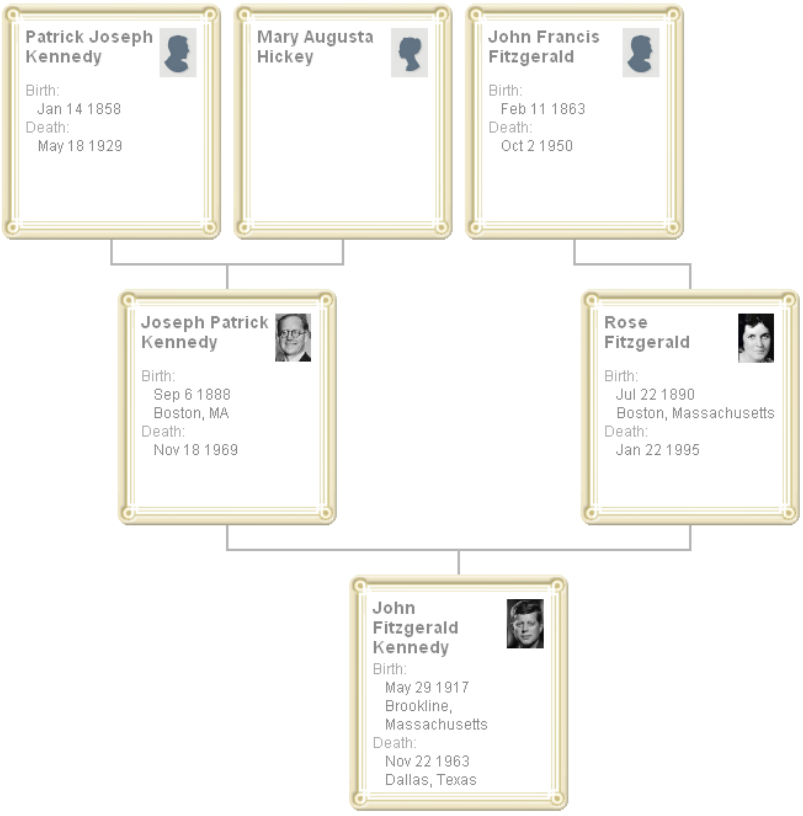


2 Select whether you want the chart to be displayed horizontally or vertically. Examples of how each option appears are shown below:

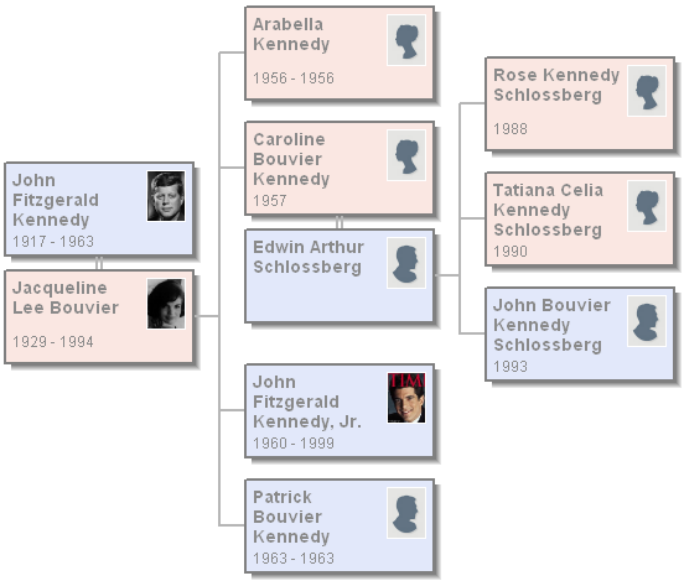
Ancestor Horizontal



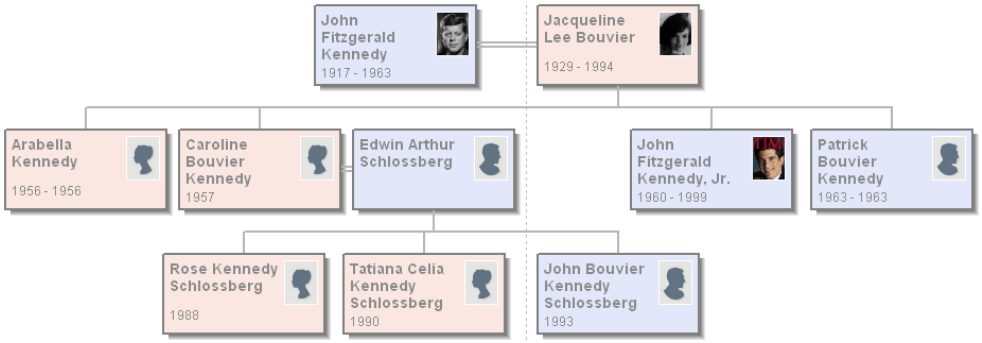
Ancestor Vertical



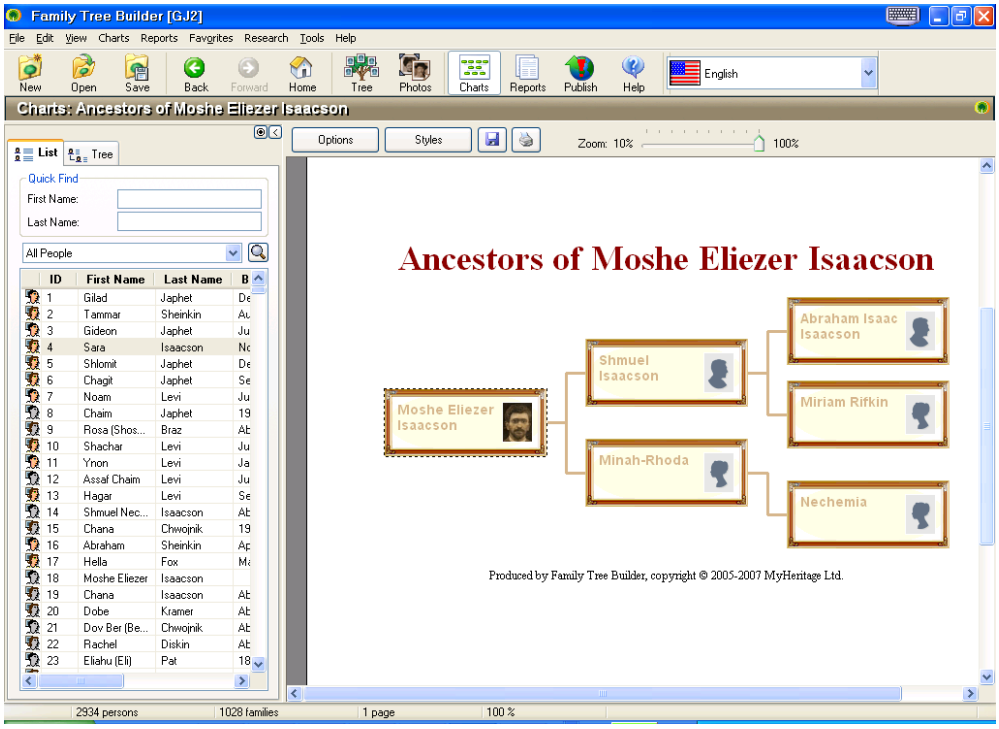
Descendants Horizontal



Descendants Vertical



An example of the window that is displayed is shown below:



3 You can manually click and drag any box in the chart to a new position as required. The line connecting it to its family member adjusts accordingly.

4 The following describes the other options that are available in this window:

- **Options:** Enables you to configure the appearance of the chart and its boxes, as described on page X.
- **Styles:** Provides a variety of attractive styles for your selection and enables you to specify the type of facts that will appear in any box, as described on page X.
- **Save** **Icon:** Opens a wizard that enables you to save this chart as a PDF or JPEG file to a location that you specify.
- **Print** **Icon:** Prints the displayed report.
- **Zoom:** You can use the zoom slider to enlarge or reduce the display of the report on the screen.

> **Note** PDF is a standard format provided by Adobe Acrobat. Its reader can be downloaded for free from various sites on the Internet. If you do not have Acrobat reader, simply download it and install it. You can then view and print the PDF files provided by Family Tree Builder or any other PDF file.

5 Once this chart appears to your liking, you can print it by clicking the **Print** icon or selecting the **Print** option from the **File** menu.

Configuring Chart Appearance

Family Tree Builder provides a wide variety of options for defining the appearance of your charts, as follows:

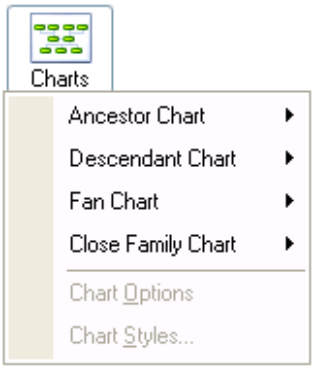
- **Chart Options,** page 203
- **Chart Styles,** page X

Chart Options

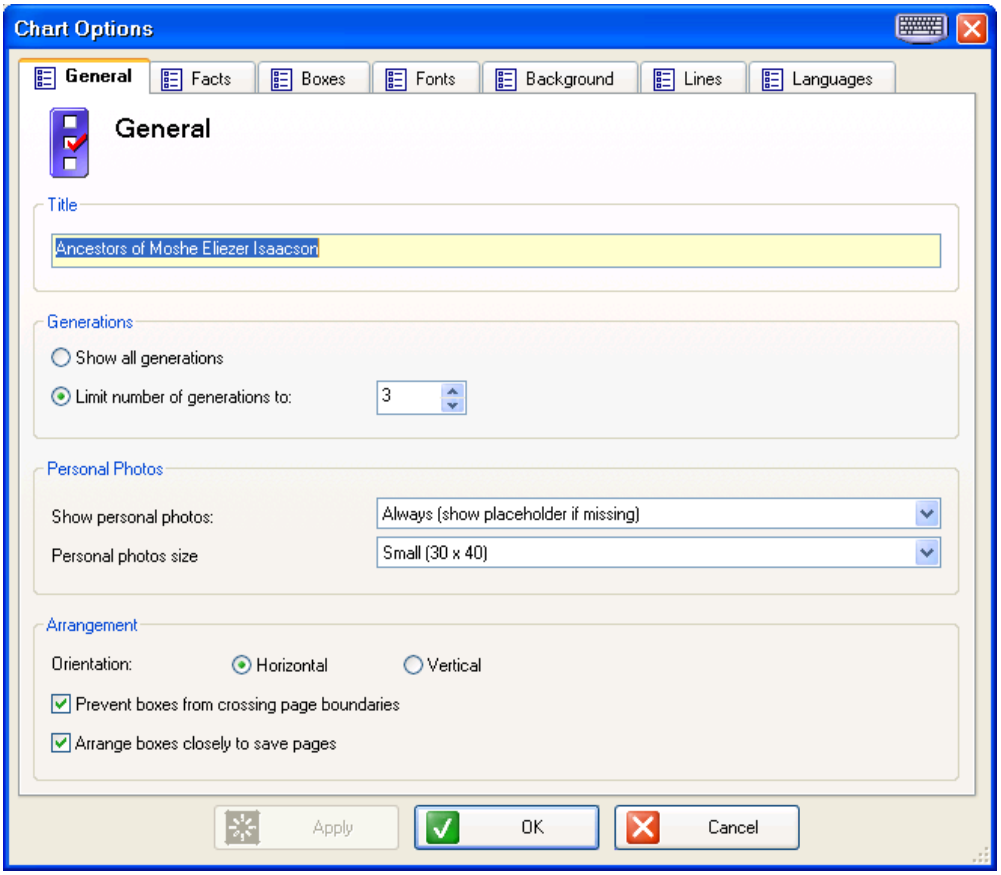
To configure Chart Options:

1 Display the chart of your choice, meaning Ancestor, Descendant, Horizontal or Vertical, as described on page x.

2 Click the **Charts** button to display the **Charts** menu, as shown below:



3 Select **Chart Options** to display the following window:



4 Fill in or modify the information in the various tabs of this window, as described below, and click **OK** to display the chart. This new appearance remains until you change it.

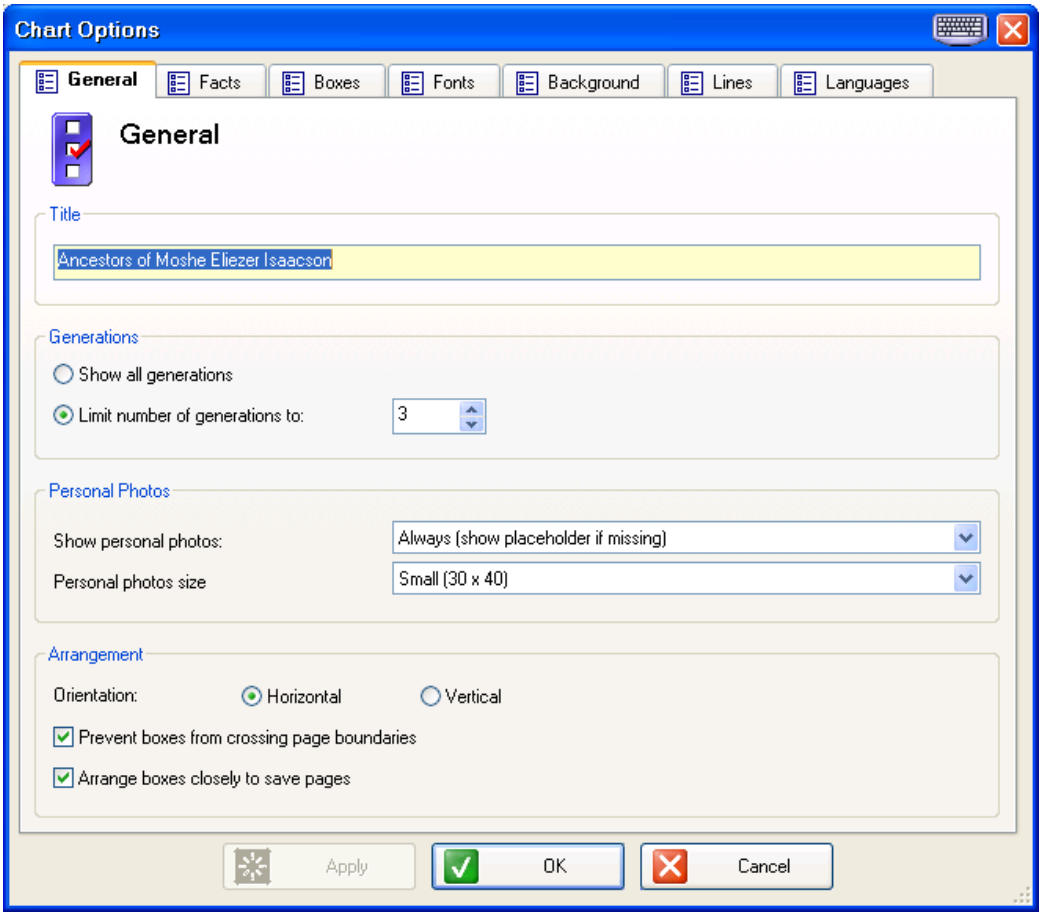
> **Note** You can also click the **Apply** button to save the changes and still leave the window open for more changes.

The following tabs are provided to enable you to define the appearance of your family chart as follows:

- **General Tab,** page 206
- **Facts Tab,** page 208
- **Boxes Tab,** page 210
- **Fonts Tab,** page 211
- **Background Tab,** page 212
- **Lines Tab,** page 213
- **Languages Tab,** page 214

General Tab

The **General** tab enables you to define the general chart appearance, as follows:



The following describes the fields in this window:

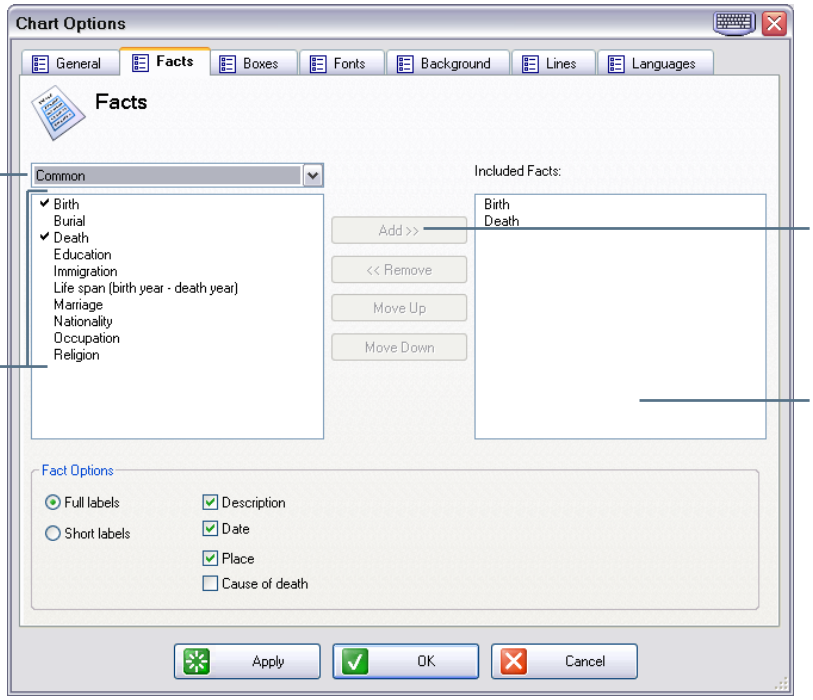
- **Title:** Specify the name of the chart to appear in its title.
- **Generations:** Specify whether to show all generations or specify the number of generations to appear in the chart.
- **Personal Photos:**
  - **Show personal photos:** Specify how Personal Photos are shown in the chart. You may refer to page x for a description of how to assign a Personal Photo to a person.
  - **Only if Exists:** Specifies that the Personal Photo is shown if it exists. If it does not, then nothing is shown.
  - **Always (show placeholder, if any):** You can specify that a silhouette placeholder is displayed if no Personal Photo was defined for this person.
  - **Never:** Specifies that Personal Photos are not displayed.
  - **Personal photo size:** Specify the size of the Personal Photos: **Normal** is 60 x 80 pixels and **Small** is 30 x 40 pixels.
- **Arrangement:**
  - **Orientation:** Specifies whether the chart will be displayed vertically or horizontally.
  - **Prevent boxes from crossing page boundaries:** Specifies whether Family Tree Builder will *tile* the printout of the chart so that it covers multiple pages and so that no chart box exceeds the boundaries of a single page.

    Note To *tile* means to divide up the chart to cover multiple sheets of paper as a single image, where a part of the image appears on each sheet of paper.

  - **Arrange boxes closely to save pages:** Positions chart boxes close together, thus reducing the space that they require on paper.

Facts Tab

The **Facts** tab enables you to define the facts that appear in each box of a chart, as follows:



1 Select a category of facts

2 Select facts

3 Click Add to include these facts

4 The included facts are listed here

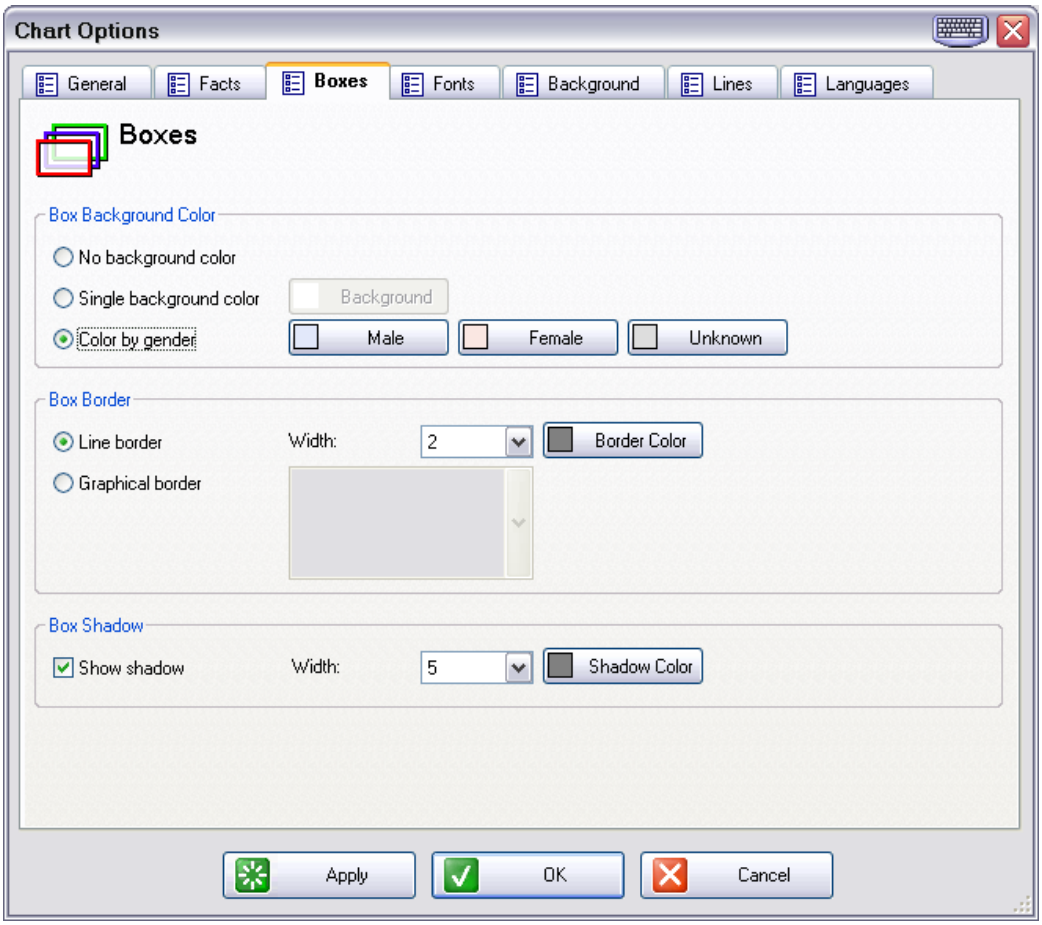
Each chart box represents a person. An example of a box in a chart is shown below:

To define the facts to be included:

1. The left side of this window lists the various facts that are available to be shown in a chart box. The facts that are shown in this list are determined by the selection in the category field that appears above it. Select a category of facts from this dropdown field. These are the facts from which you can choose to be included.
2. Click on the facts to be included in a chart box. A checkmark appears to the left of the fields that have already been selected. You may use the Ctrl and Shift keys on the keyboard to select more than one fact, in the same way as in any Windows list.
3. Click the **Add** button to include these facts in the list on the right. This list specifies the facts to be included in the box. The **Remove** button removes them from this list.
4. Specify the order in which the facts will appear in the box. Selecting a fact on the right and move it up in the list by clicking the **Move Up** button or move it down in the list by clicking **Move Down** button.
5. You can specify whether **Full Labels** or **Short Labels** are shown in a box by selecting the appropriate option and then checking off the **Description**, **Date**, **Place** and/or **Cause of death** fields. Short labels enable a chart to contain smaller boxes. In short labels the details that it contains, such as date or place are abbreviated. For example: the letter **D** appears for Date and the letter **P** appears for Place.
6. Click the **Apply** button or the **OK** button to save these changes.

Boxes Tab

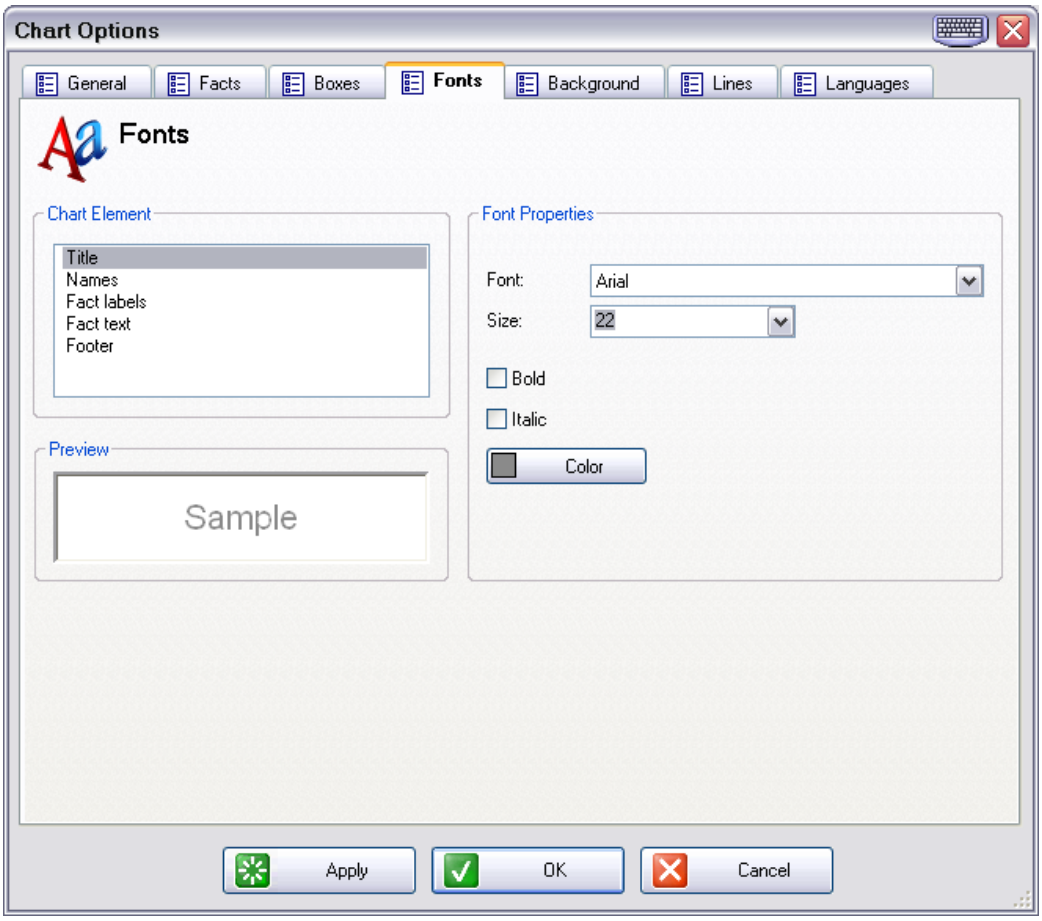
The **Boxes** tab enables you to define the background color, border and shadow of the boxes in the chart. You have the option to specify a different box color according to whether the person in the box is male, female or of unknown gender.



A variety of colors, line types, graphical borders and shadows are provided for your selection.

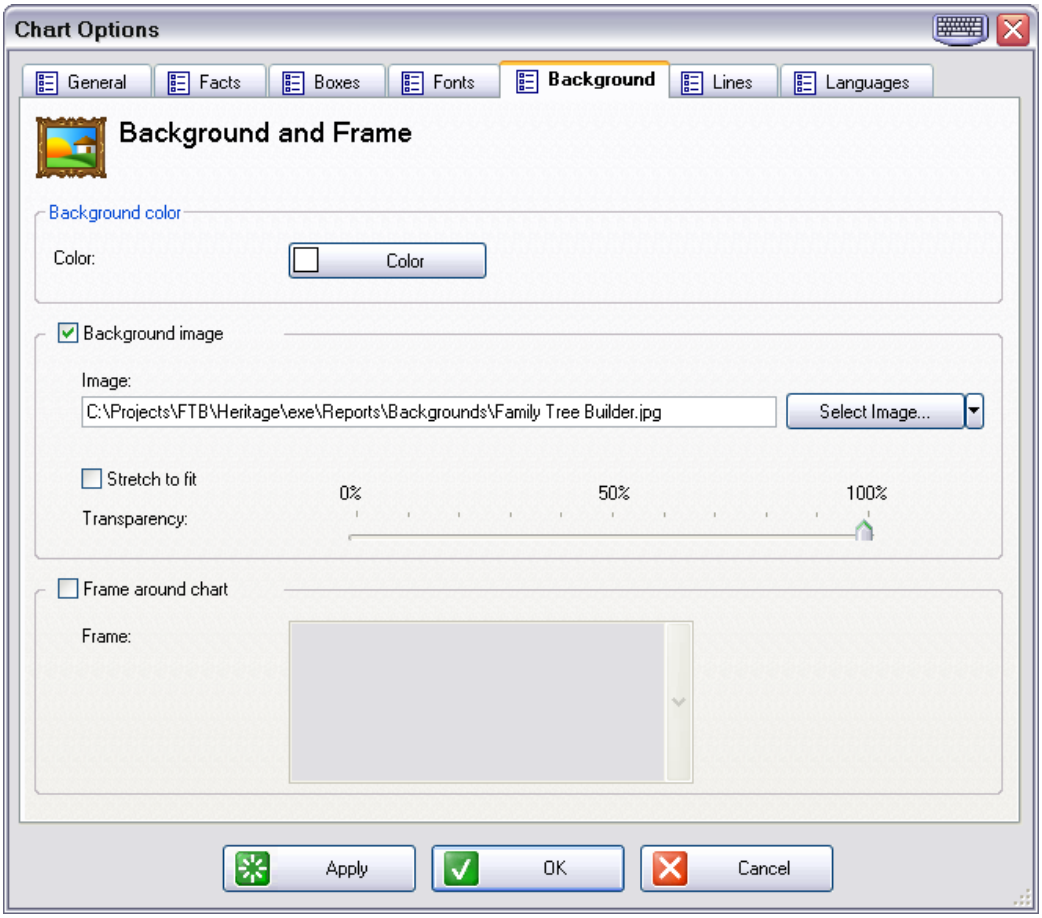
Fonts Tab

The **Fonts** tab enables you to define the font properties of the various elements in your chart, such as the font type, font size and font color. You can preview your selection in the **Preview** box.



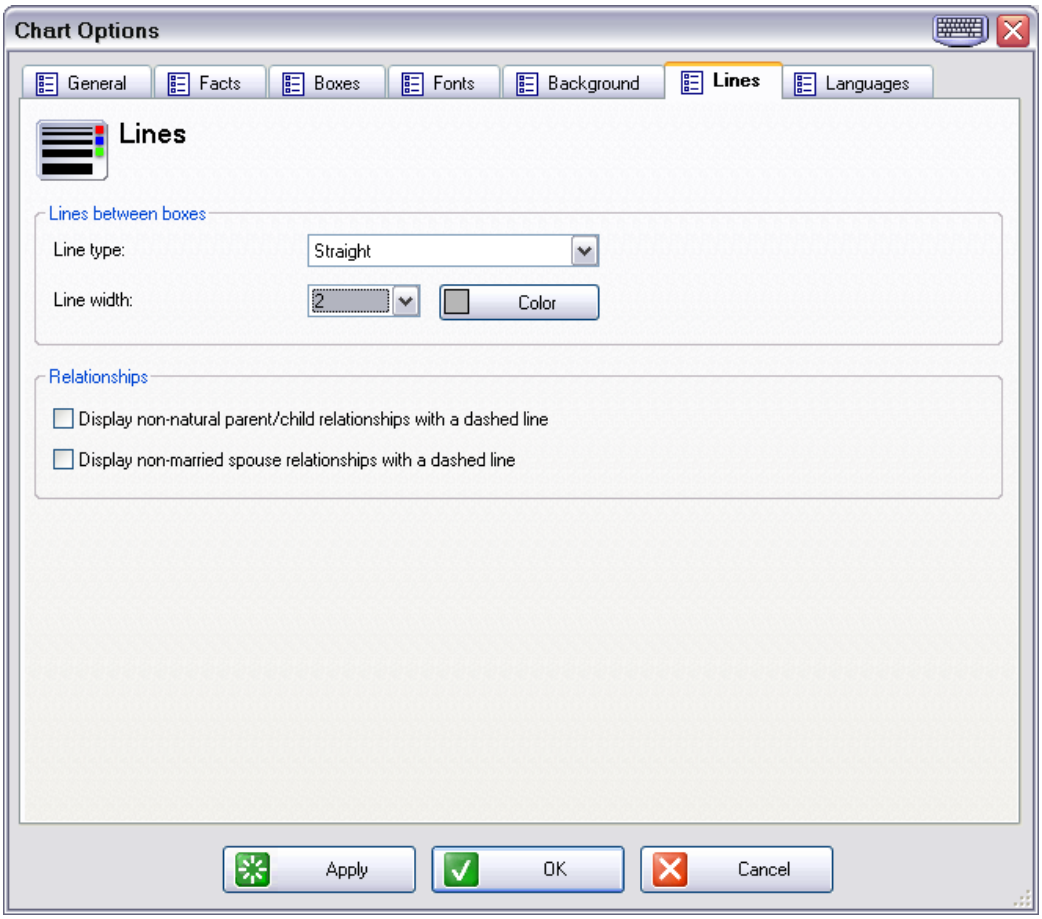
Background Tab

The **Background** tab enables you to define the background of the chart, such as its color and/or image and the image's transparency (meaning whether it appears with a faded background or in vivid colors). You can also define whether you want the background image to stretch to fit the chart or not or to select a frame to appear around each chart box.



Lines Tab

The **Lines** tab enables you to define the line between the boxes in a chart. It enables you to select the line type, width and color. You can also indicate a non-natural parent/child relationship and/or whether non-married spouse relationships are to be indicated by a dashed line.



Languages Tab

The **Languages** tab enables you to define the primary and secondary language. More details about the primary and secondary language are provided on page X.

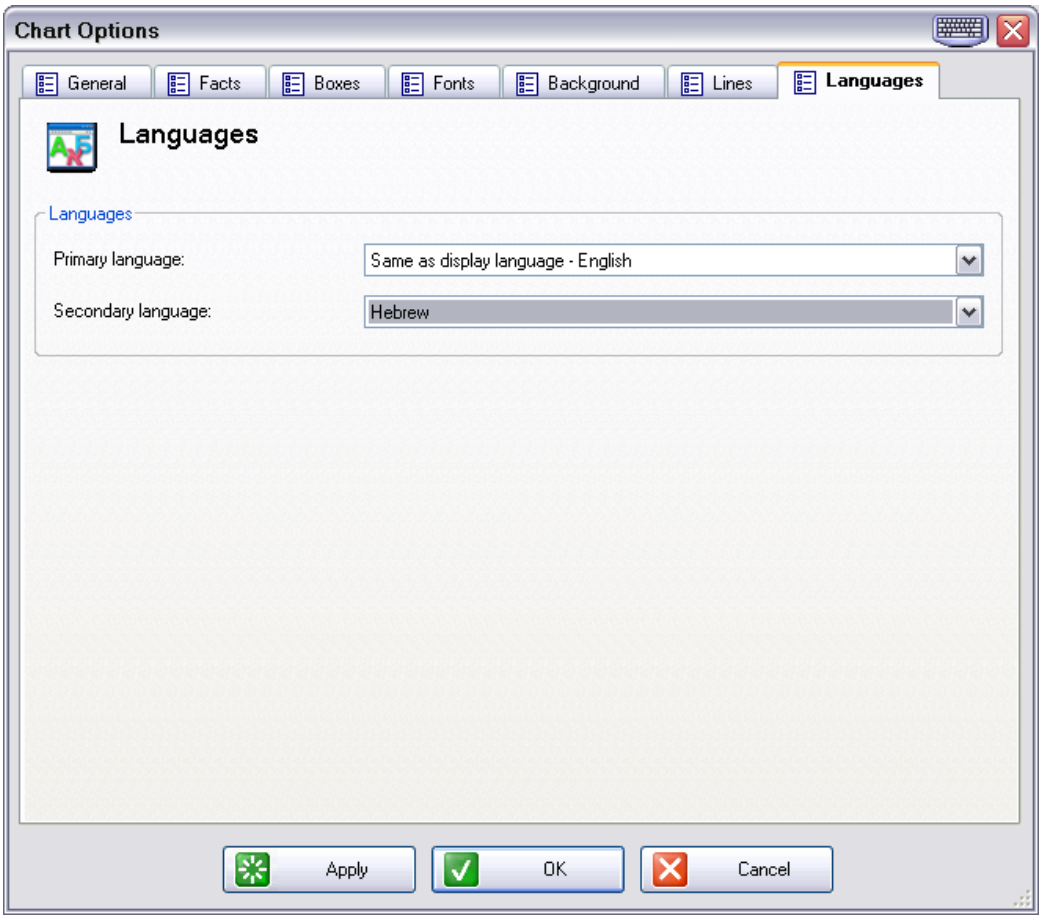
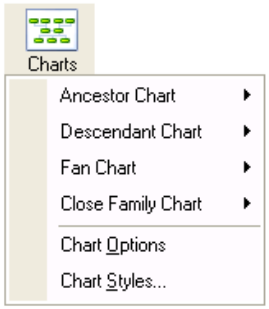


Chart Styles

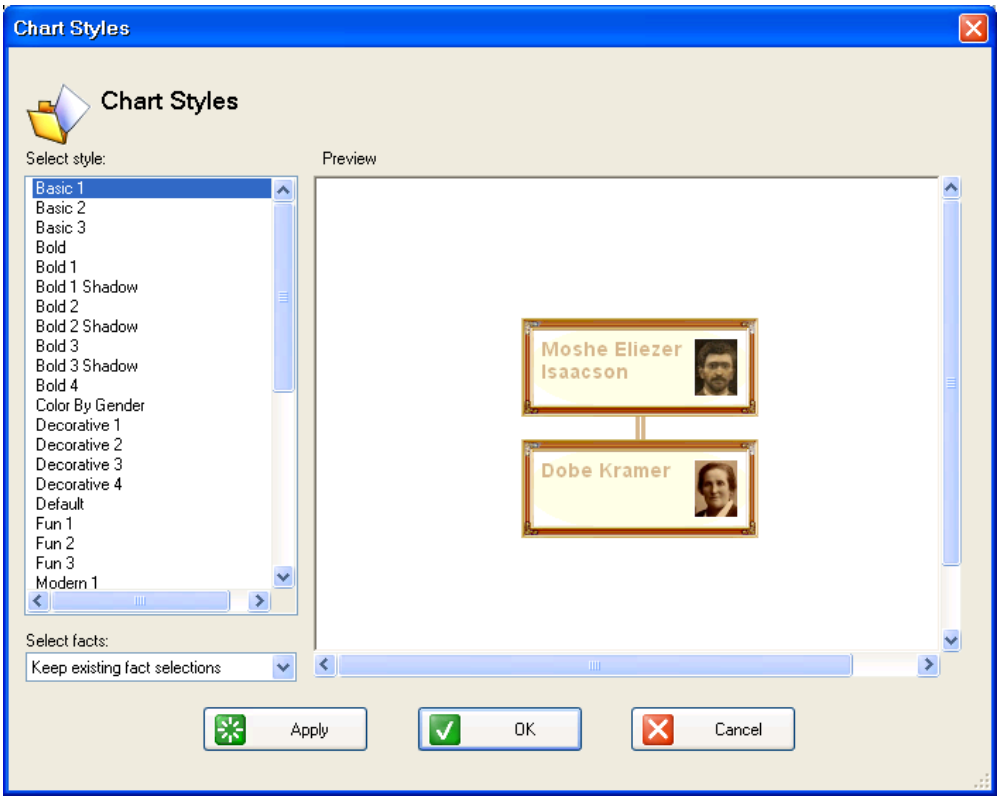
This option enables you to define the general appearance of a chart and the facts that will be included in it. The **Preview** area of this window enables you to see what your selection looks like before you apply it. A variety of attractive styles are provided.

To configure Chart styles:

1 Click the **Charts** button or select the **Charts** menu in the menu bar to display the **Charts** menu, as shown below:

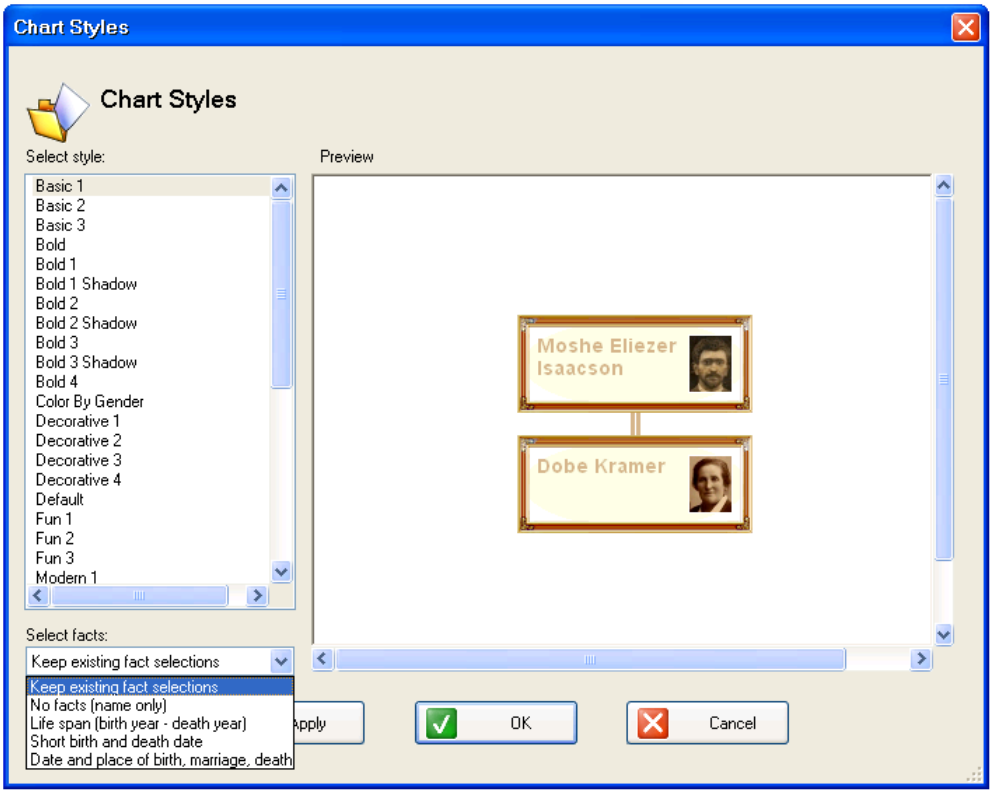


2 Select **Chart Styles** to display the following window:



3 Select any of the listed styles on the left.

4 Select one of the options in the **Select Facts** area to determine the type and amount of detail to be included. An example of the type of information to be shown can be seen in the **Preview** area each time you select an option.



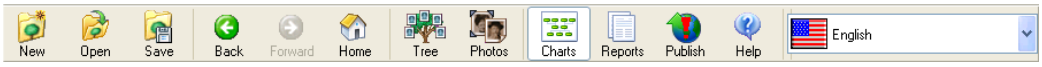
5 Click the **Apply** button or the **OK** button to save these changes.

Menu Bar

All the menus in Charts View perform the same functions as the same-named menus in Tree View, as described on page x.

Toolbar

All the tools in Charts View perform the same functions as the same-named tools in Tree View, as described on page x.



Chapter 6

Reports

Chapter 6

Reports

About This Chapter:

Family Tree Builder provides a variety of reports for your selection as described in this chapter. It contains the following sections:

- **Generating a Report,** page 222, describes how to generate the reports provided by Family Tree Builder.
- **Book Report,** page 224, describes a simple wizard that walks you through the process of producing a Book Report for a specific person.
- **Family Group Sheet,** page 228, describes how to generate a report showing the details of the selected person and their immediate family.
- **Relationships Report,** page 231, describes how to generate a report showing all the relationships of the selected person to all the other people in your project.
- **Ancestors Report,** page 233, describes how to generate a report showing facts and personal details about a selected person and about each generation that precedes that person: parents, grandparents and so on.

- **Descendants Report,** page 234, describes how to generate a report showing facts and personal details about a selected person and about each generation that follows that person: children, grandchildren and so on.
- **Timeline Report,** page 235, describes how to generate a a list showing major events of the family of the selected person in chronological order, such as birth, marriage and death.
- **Descendants Summary,** page 236, describes how to generate a a hierarchical tree showing the descendants of the selected person.
- **Address Lists,** page 237, describes how to generate an alphabetical list (in the order of each person's name) of the addresses of all the people in the family tree.
- **Open Reports Folder,** page 238, displays the list of files in the folder into which reports are saved.

Generating a Report

You can easily select from the menu of options to generate one of the reports provided by Family Tree Builder, as follows:

To generate a report:

1 Click the **Reports** button to display the **Reports** menu, as shown below:

2 Select one of the reports displayed in this menu. This report will then either be generated automatically, or Family Tree Builder will walk you through a simple wizard in which you can specify the options that you would like to be generated in the report. Each report is different, as described in the subsequent sections:

- **Book Report,** page 224
- **Family Group Sheet,** page 228
- **Relationships Report,** page 231
- **Ancestors Report,** page 233
- **Descendants Report,** page 234
- **Timeline Report,** page 235
- **Descendants Summary,** page 236
- **Address Lists,** page 237

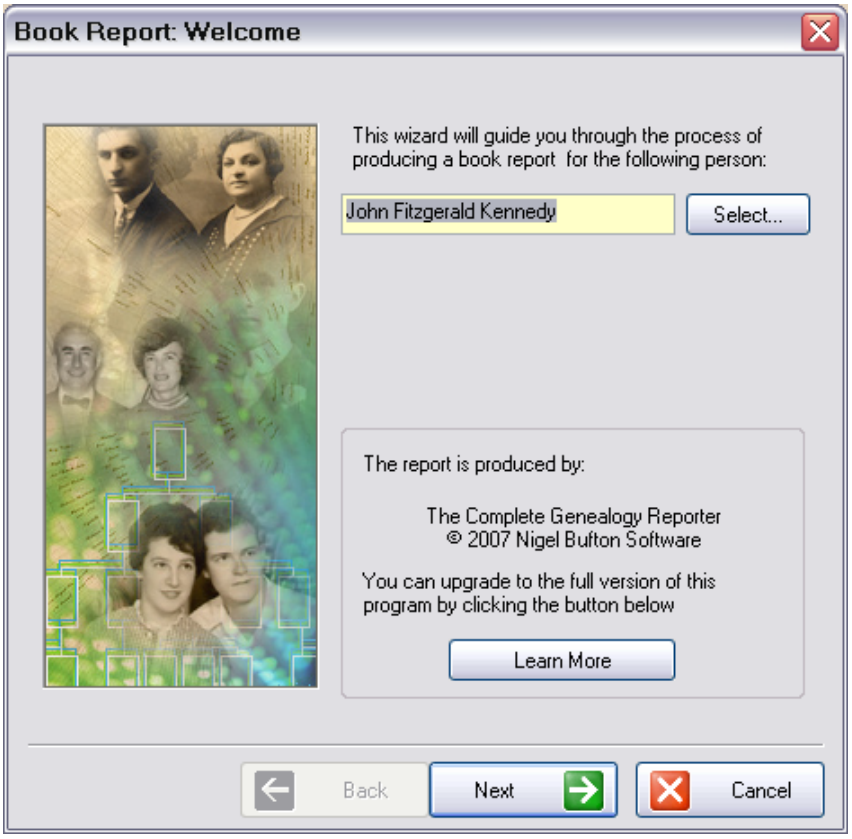
3 Once this report appears to your liking, you can save it or print it by selecting the **Save** or the **Print** option from the **File** menu or by using one of the icons described above.

Book Report

A Book Report displays a simple wizard that walks you through the process of producing a report for a specific person, as follows:

To generate a book report:

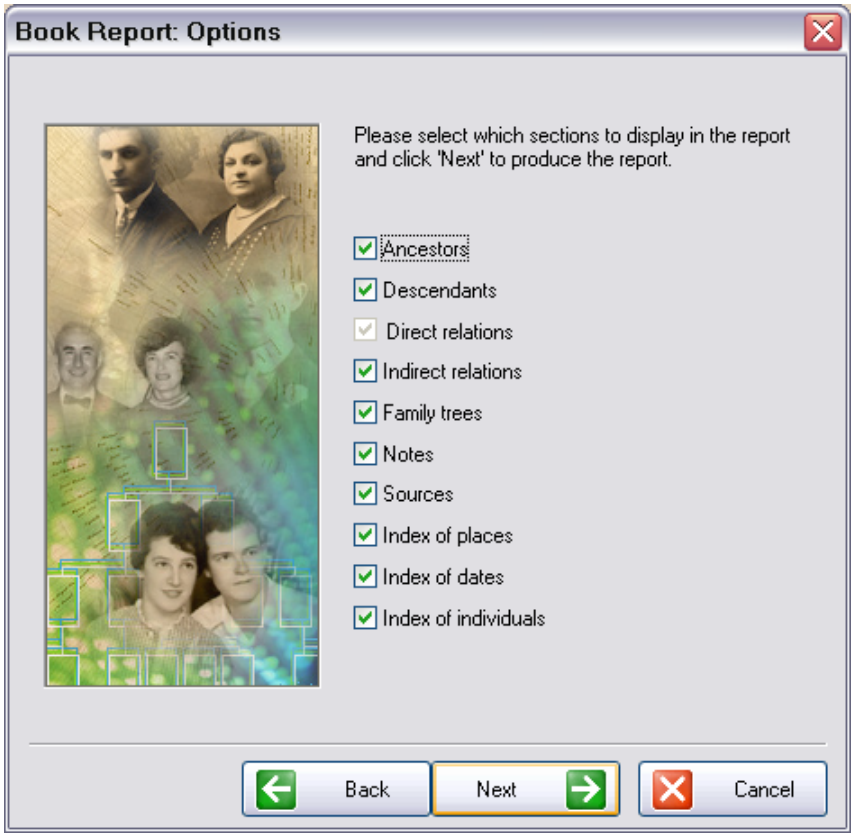
1 Click the **Reports** button to display the **Reports** menu and select **Book Report** to display the following window:


Book Report: Welcome
This wizard will guide you through the process of producing a book report for the following person:
John Fitzgerald Kennedy
Select...
The report is produced by:
The Complete Genealogy Reporter
© 2007 Nigel Bufton Software
You can upgrade to the full version of this program by clicking the button below
Learn More
Back
Next
Cancel

This window enables you to select the primary person of this report.

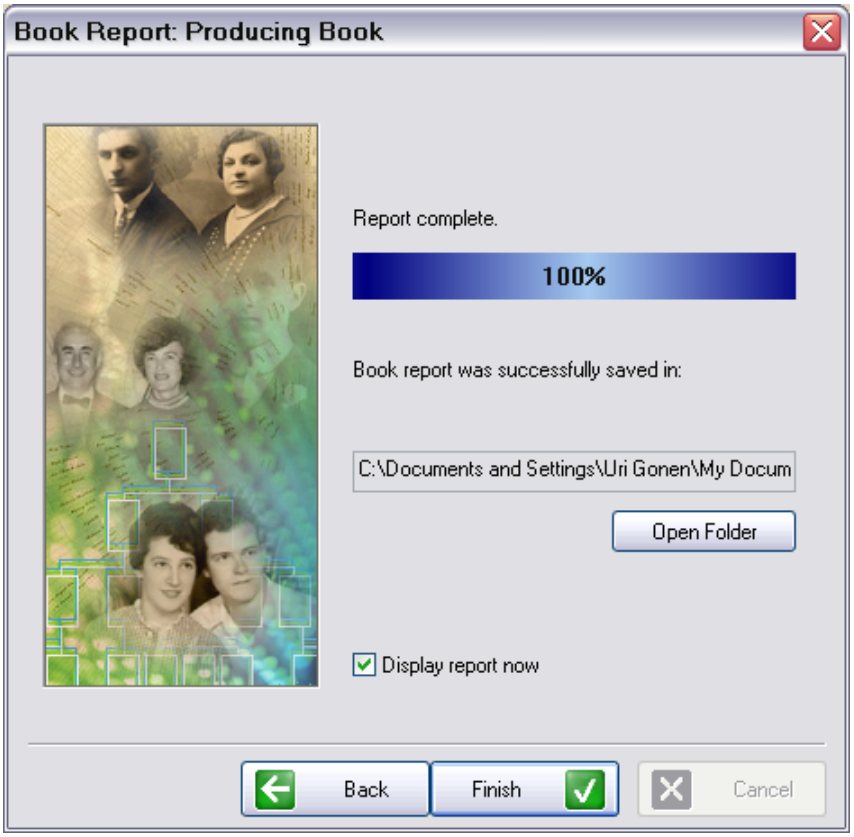
Note Family Tree Builder uses a third-party tool to generate this report. If you would like to learn more about this third-party tool click on the **Learn More** button.

2 Click the **Next** button to display the following window:



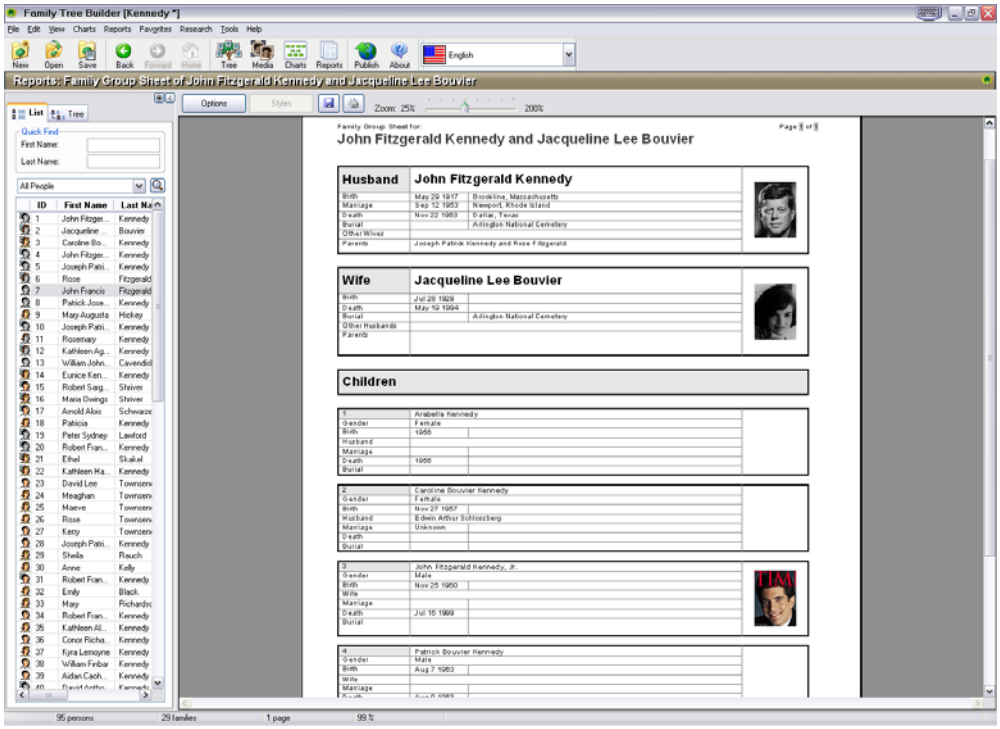
In this window, select the type of information to be included in the sections of the report. You can select as many as you like.

3 Click the **Next** button to start generating a report. A window is displayed showing the progress of this process. When this process is completed, the following window is displayed, specifying the location in which a PDF file of this report has been saved, as shown below:



Note PDF is a standard format provided by Adobe Acrobat. Its reader can be downloaded for free from various sites on the Internet. If you do not have Acrobat reader, simply download it and install it and you will then be able to view and print the PDF files provided by Family Tree Builder or any other PDF file.

The PDF file of this report is also displayed in the *Family Tree Builder* window, as shown below:

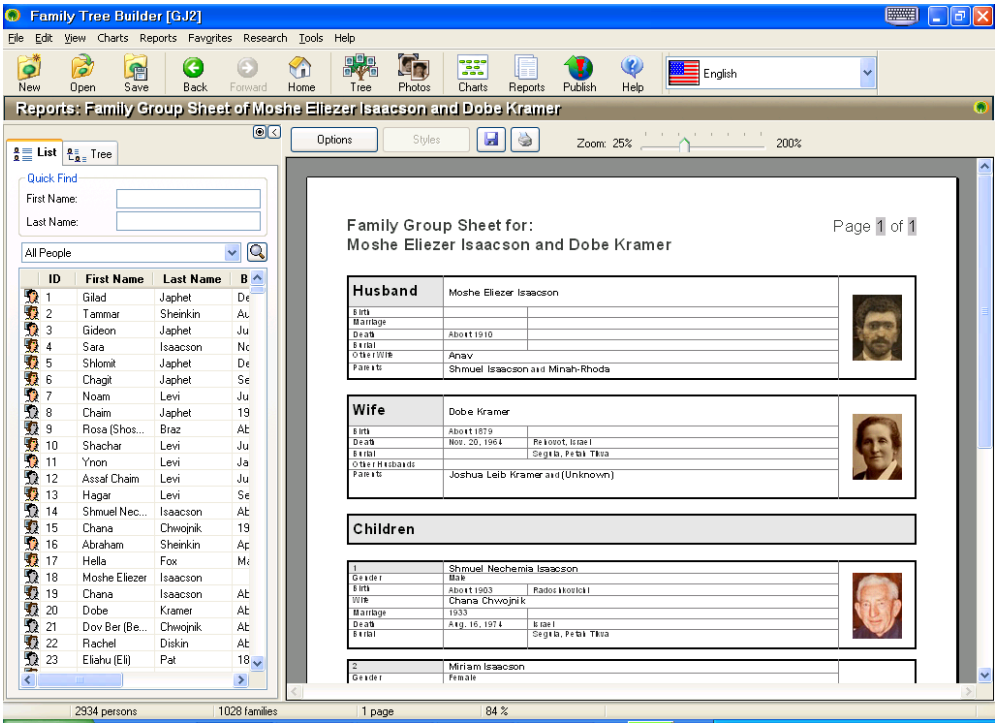

Family Tree Builder [Kennedy *]
Reports: Family Group Sheet of John Fitzgerald Kennedy and Jacqueline Lee Bouvier
John Fitzgerald Kennedy and Jacqueline Lee Bouvier
Husband
John Fitzgerald Kennedy
Wife
Jacqueline Lee Bouvier
Children

Family Group Sheet

A Family Group Sheet generates a report showing the details of the selected person and their immediate family.

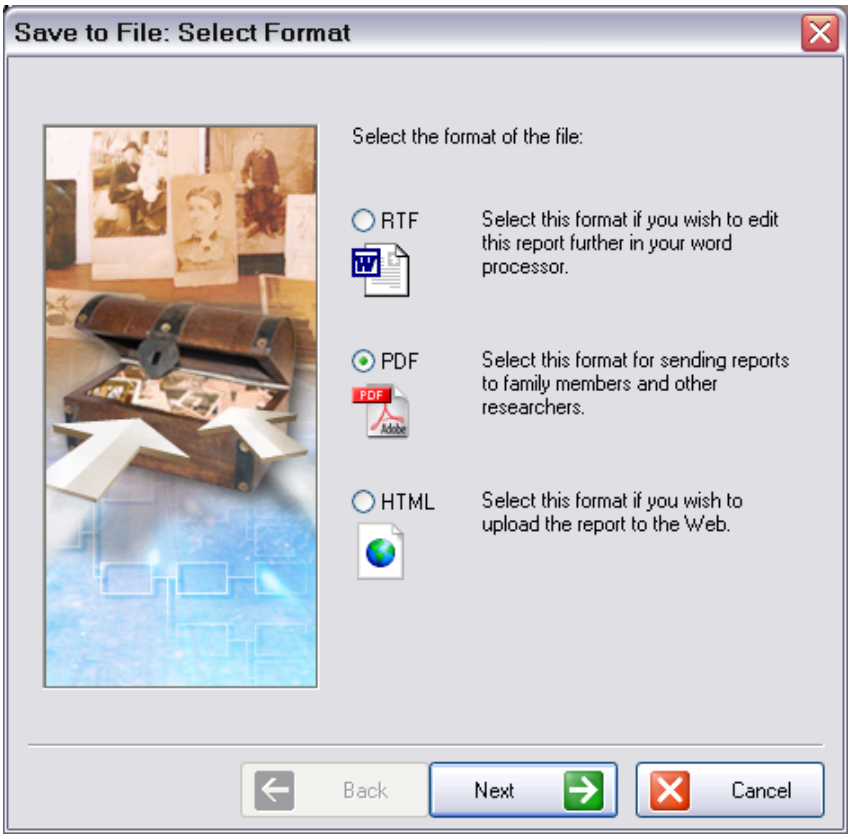
To generate a Family Group Sheet:

- Click the **Reports** button to display the *Reports* menu and select **Family Group Sheet** or select **Family Group Sheet** from the **Reports** menu in the menubar. An example of the report that is automatically generated is shown below:



The following describes the other options that are available in this window:

- **Options:** Displays a window in which you can define the font of various aspects of this report.
- **Save** **Icon:** Saves this file to the location that you specify. You are offered the option to specify the format in which the file will be saved: RTF, PDF or HTML. Each option is described in the window below.


Save to File: Select Format
Select the format of the file:
RTF
Select this format if you wish to edit this report further in your word processor.
PDF
Select this format for sending reports to family members and other researchers.
HTML
Select this format if you wish to upload the report to the Web.
Back
Next
Cancel

- **Print** **Icon:** Prints the displayed report.
- **Zoom:** You can use the zoom slider to enlarge or reduce the display of the report on the screen.

By default this report is generated for the home person.

> **Note** You may refer to page x for a description of how to define the home person.

After you have generated this report once, you can double-click on any person in the People List to regenerate the report for that person.

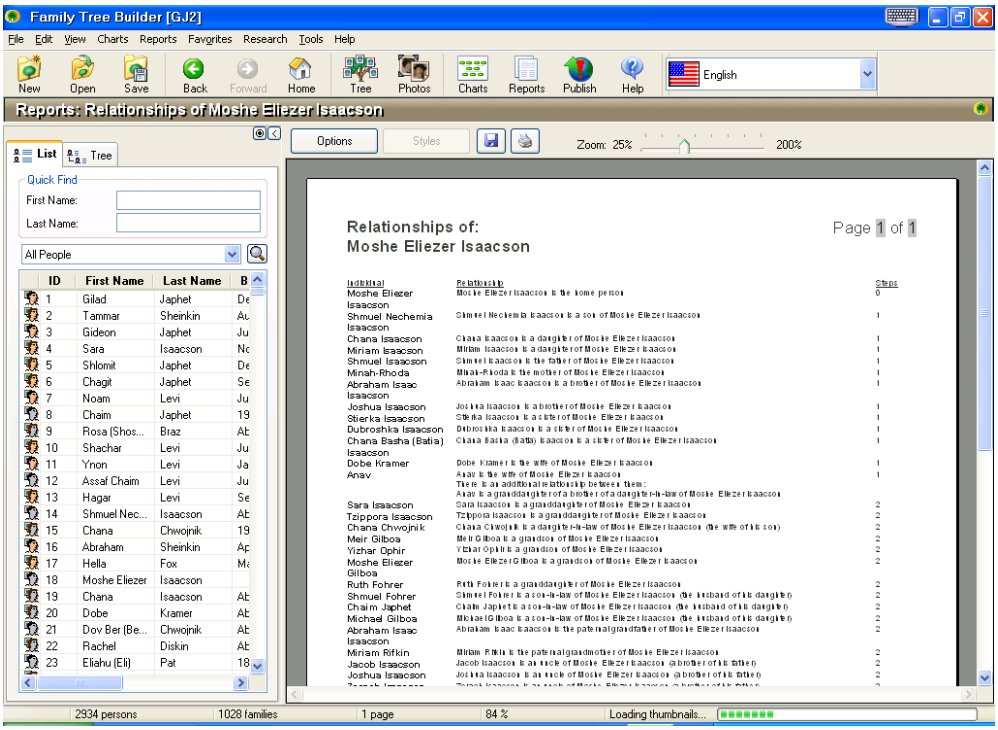
> **Note** A description of how to find a specific person in the People List is provided on page x.

Relationships Report

The Relationships report generates a report showing all the relationships of the selected person to all the other people in your project. This report shows the name of the relation, the relationship to the selected person in the report and how many relationships steps are between the selected person and their relation. Relationship steps indicate how close the relation is to the selected person. For example, a mother or father, brother or sister is one step away (indicated by a one) and their grandparent or grandchild is two steps away (indicated by a two) and so on.

To generate a Relationships report:

- Click the **Reports** button to display the **Reports** menu and select **Relationships** or select **Relationships** from the **Reports** menu in the menubar. An example of the report that is automatically generated is shown below:



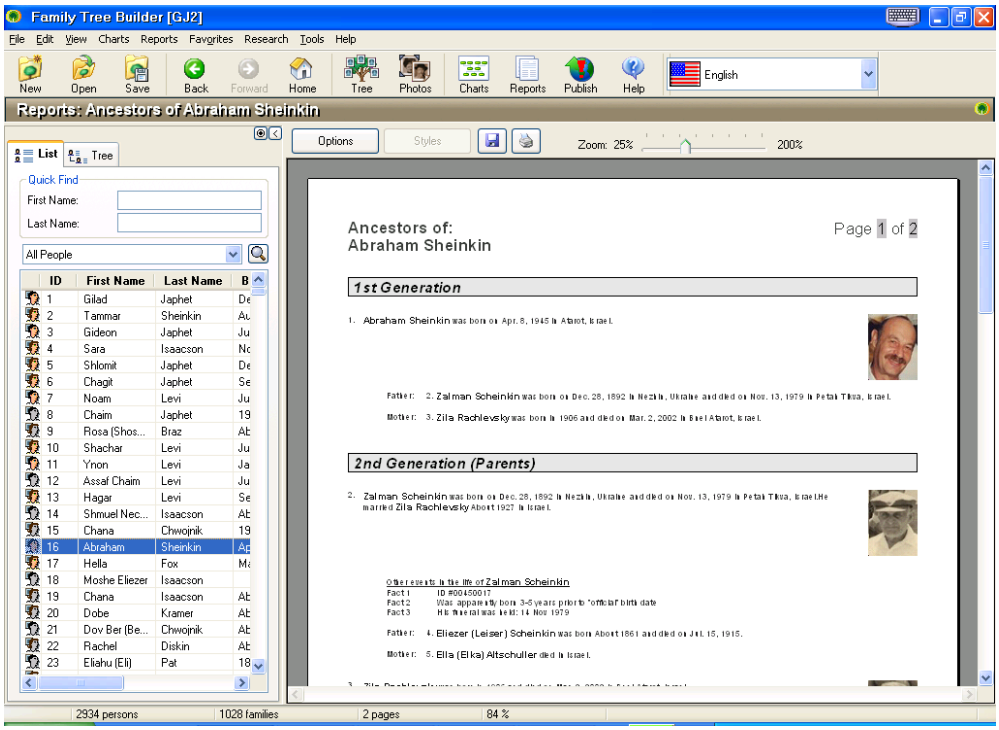
The options that are available in this window are the same as in all the other reports, as described on page x.

Ancestors Report

The Ancestors report generates a report showing facts and personal details about a selected person and about each generation that precedes that person: parents, grandparents and so on.

To generate an Ancestors report:

- Click the **Reports** button to display the **Reports** menu and select **Ancestors** or select **Ancestors** from the **Reports** menu in the menubar. An example of the report that is automatically generated is shown below:


Family Tree Builder [GJ2]
File Edit View Charts Reports Favorites Research Tools Help
New Open Save Back Forward Home Tree Photos Charts Reports Publish Help
English
Reports: Ancestors of Abraham Sheinkin
List Tree
Quick Find
First Name:
Last Name:
All People
ID First Name Last Name
Options Styles Zoom: 25% 200%
Ancestors of:
Abraham Sheinkin
Page 1 of 2
1st Generation
2nd Generation (Parents)
2934 persons 1028 families 2 pages 84 %

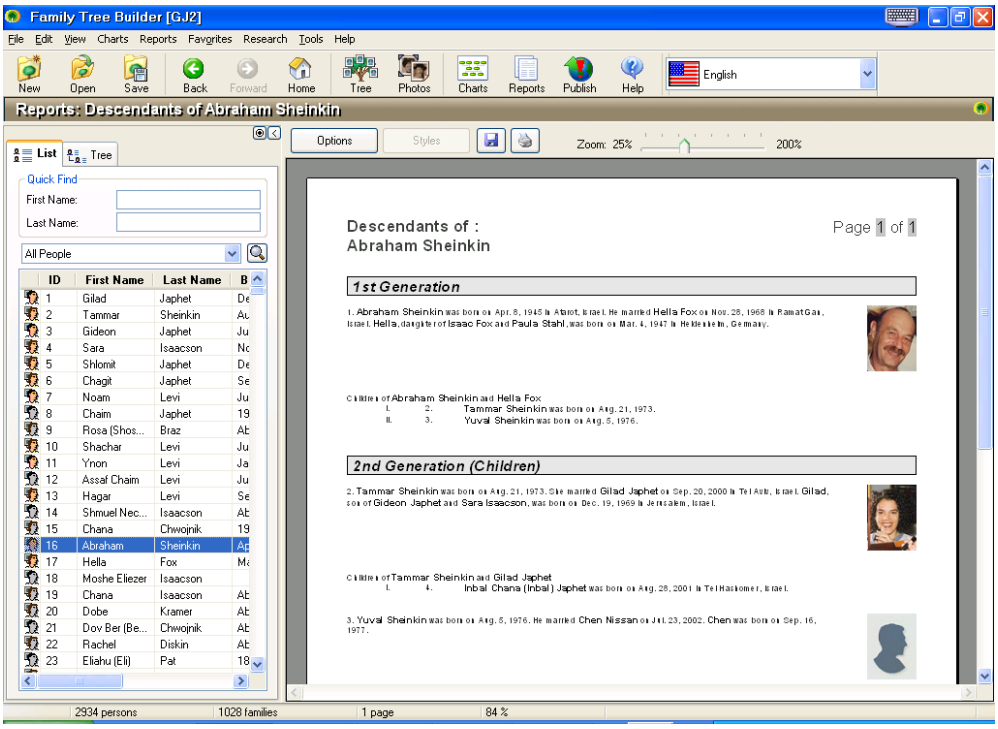
The options that are available in this window are the same as in all the other reports, as described on page x.

Descendants Report

The Descendants report generates a report showing facts and personal details about a selected person and about each generation that follows that person: children, grandchildren and so on.

To generate a Descendants report:

- Click the **Reports** button to display the **Reports** menu and select **Descendants** or select **Descendants** from the **Reports** menu in the menubar. An example of the report that is automatically generated is shown below:



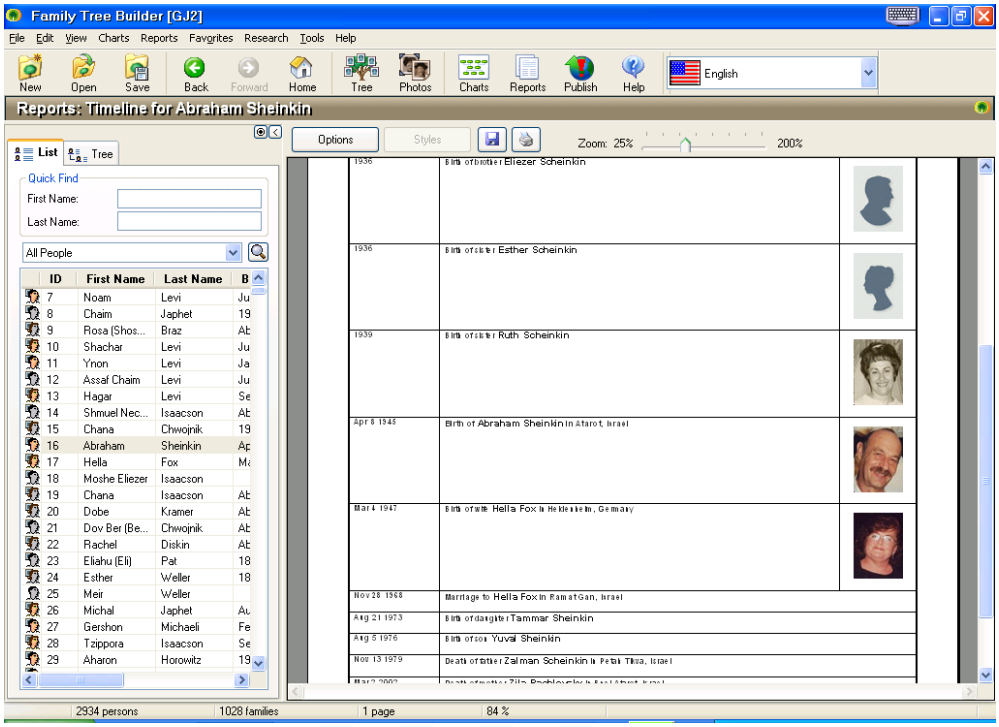
The options that are available in this window are the same as in all the other reports, as described on page x.

Timeline Report

The Timeline report generates a list showing major events of the family of the selected person in chronological order, such as birth, marriage and death.

To generate a Timeline report:

- Click the **Reports** button to display the **Reports** menu and select **Timeline** or select **Timeline** from the **Reports** menu in the menubar. An example of the report that is automatically generated is shown below:


Family Tree Builder [GJ2]
File Edit View Charts Reports Favorites Research Tools Help
New Open Save Back Forward Home Tree Photos Charts Reports Publish Help
English
Reports: Timeline for Abraham Sheinkin
List Tree
Quick Find
First Name:
Last Name:
All People
ID First Name Last Name
Options Styles Zoom: 25% 200%
2934 persons 1028 families 1 page 84 %

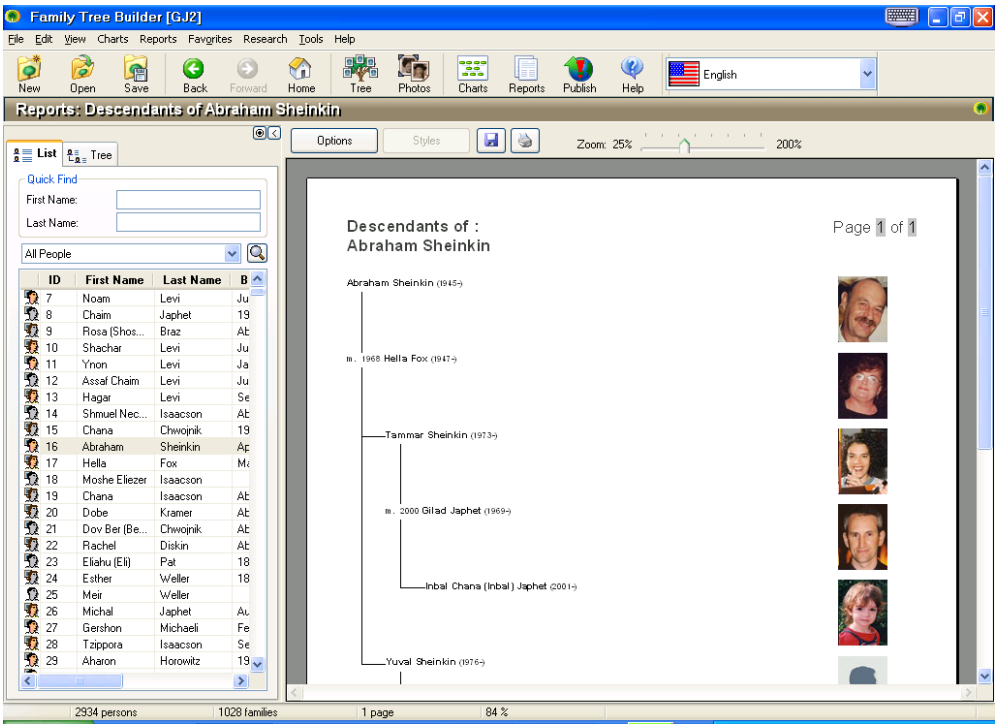
The options that are available in this window are the same as in all the other reports, as described on page x.

Descendants Summary

The **Descendants Summary** report generates a hierarchical tree showing the descendants of the selected person.

To generate a Descendants Summary report:

- Click the **Reports** button to display the **Reports** menu and select **Descendants Summary** or select **Descendants Summary** from the **Reports** menu in the menubar. An example of the report that is automatically generated is shown below:



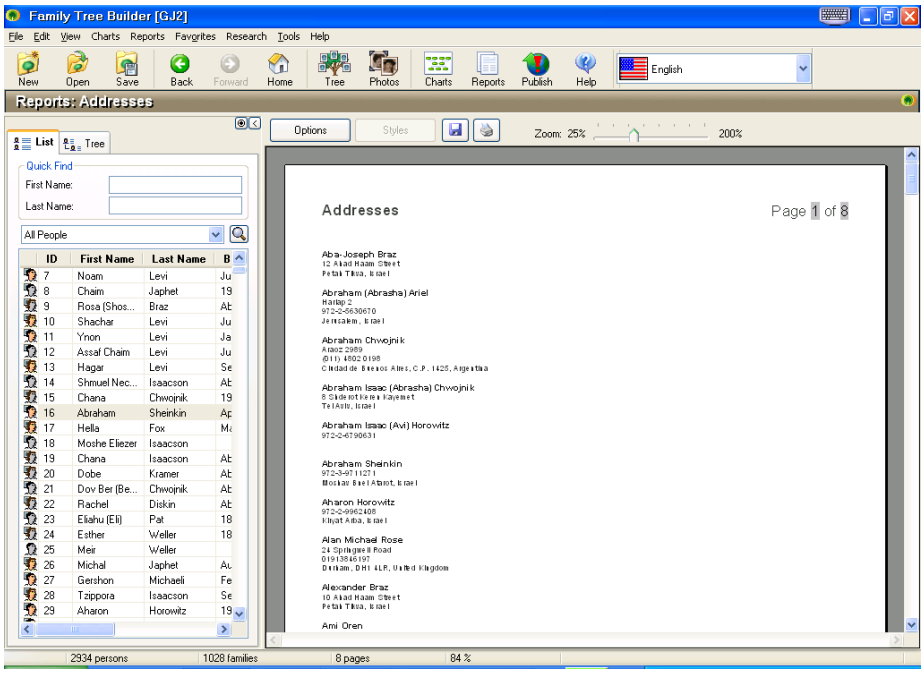
The options that are available in this window are the same as in all the other reports as described on page x.

Address List

The Address List generates an alphabetical list (in the order of each person's name) of the addresses of all the people in the family tree.

To generate an Address List:

- Click the **Reports** button to display the **Reports** menu and select **List** and then **Addresses** or select the same from the **Reports** menu in the menubar. An example of the report that is automatically generated is shown below:



The options that are available in this window are the same as in all the other reports, as described on page x.

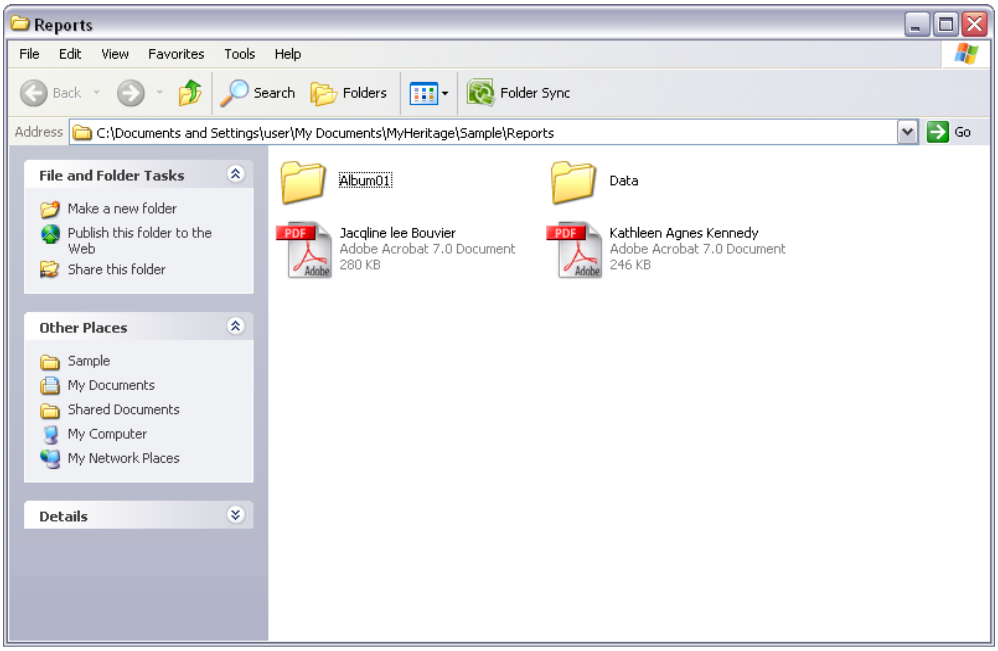
Open Reports Folder

The **Open Reports** option displays a list of files in the folder into which reports are saved.

> **Tip** If you have stored reports in a different folder than the default Report folder, then these reports are not shown in the menus. The **Open Reports** option enables you to access these reports from the folder in which you stored it as a RTF, PDF or HTML file.

To display Reports folders:

1 Click the **Reports** button to display the **Reports** menu and select **Open Reports** or select **Open Reports** from the **Reports** menu in the menubar. A window similar to the following is displayed:



2 You can double-click on a file to view the report that was previously saved.

Chapter 7

Publishing Your Family Tree

Chapter 7

Publishing Your Family Tree

About This Chapter:

This chapter describes how to publish your family tree using Family Tree Builder to a MyHeritage family website, so that it is available for viewing through the Internet to anyone that you invite using a standard web browser. This chapter contains the following sections:

- **What is Publishing?,** page 241, describes the concept of publishing your family tree in MyHeritage.
- **How Do I Publish My Family Tree?**, page 242, describes how to publish your family tree.
- **Publishing to the MyHeritage.com Site,** page 249, describes...
- **Managing Your Sites,** page 256, describes how to manage a MyHeritage family website.

What is Publishing?

The word *publishing* refers to the process of posting your family tree project on a MyHeritage family website so that it is available for viewing through the MyHeritage.com website.

After installing Family Tree Builder, you can immediately start to create your family tree. After you have prepared some of your family tree, you may want to publish it so that other members of your family or friends can also see this tree. To do so is very easy and only takes a few moments. All you need to do is to register as a member of the MyHeritage.com site, as described on page x. Periodically, when you save your project, Family Tree Builder suggests that you create a personal family website to publish your project and provides an easy link for doing so. You can also initiate the publishing of your family tree to the MyHeritage.com site at any time.

You are ensured as much privacy as you would like because your data will only be visible to you and to the people that you invite to see it.

Publishing your family tree copies either all or the relevant parts of your family tree project to the MyHeritage.com website.

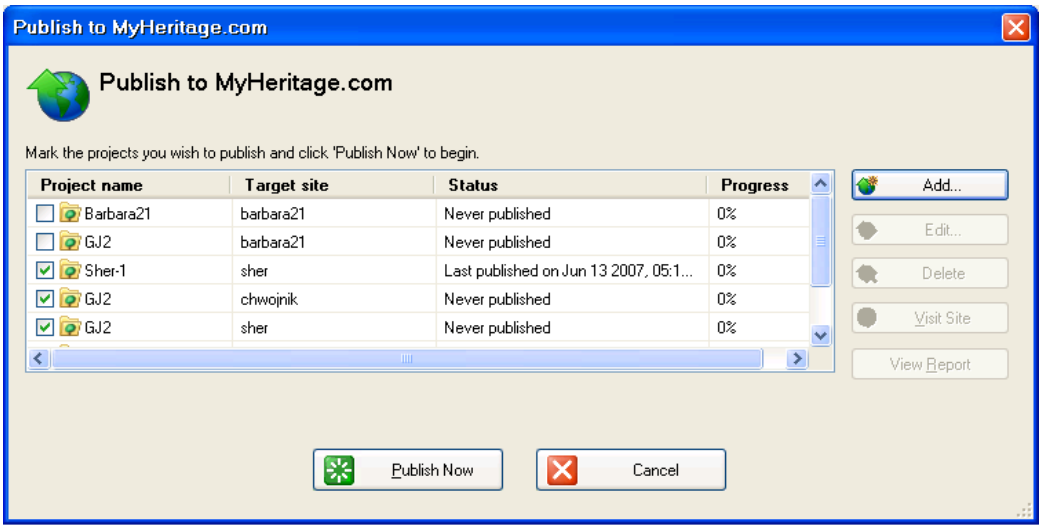
After your family tree has been published, you may make changes at any time. You can then publish the entire tree again or parts of it so that this new information that you enter into your project will also be available on the MyHeritage.com website. You might say that you are *synchronizing* the project from your local computer with the family tree that is published in the site.

Each MyHeritage member can create their own family website on the on the MyHeritage.com site, which can contain one or more of the family trees that they would like to publish. Thus, each member may have one site, and each site may contain one or more family trees, and a family tree may be published on one or more sites.

How Do I Publish My Family Tree?

You may decide to publish your family tree anytime after you enter interesting information in your project that you would like others to see.

To start the publishing process, select the **Publish** button in the toolbar or select the **Publish to MyHeritage.com** option from the **Tools** menu. The following window is then displayed:



Family Tree Builder provides a simple-to-use publishing wizard, which guides you through the process of publishing your family tree on the MyHeritage.com site. It provides a series of windows, in which you can make selections and progress by clicking the **Next** button, in order to publish your family tree. The process of publish is comprised of creating a publishing request that is saved and then executing the actual publishing.

You may refer to page X for a description of the publishing process. This process will enable you to publish one or more of the publishing requests that you have created.

To define a publishing request in the Publishing wizard, click the **Add** button, as described below.

Defining a Publishing Request

The following shows the first window of the Publishing Wizard that is displayed when you check the **Add** button in the window shown on the previous page.

> **Note** After you finish defining this publishing request, it appears as a row in the window, shown on page 200, enabling you to easily publish it.

Selecting Whether and Where to Publish

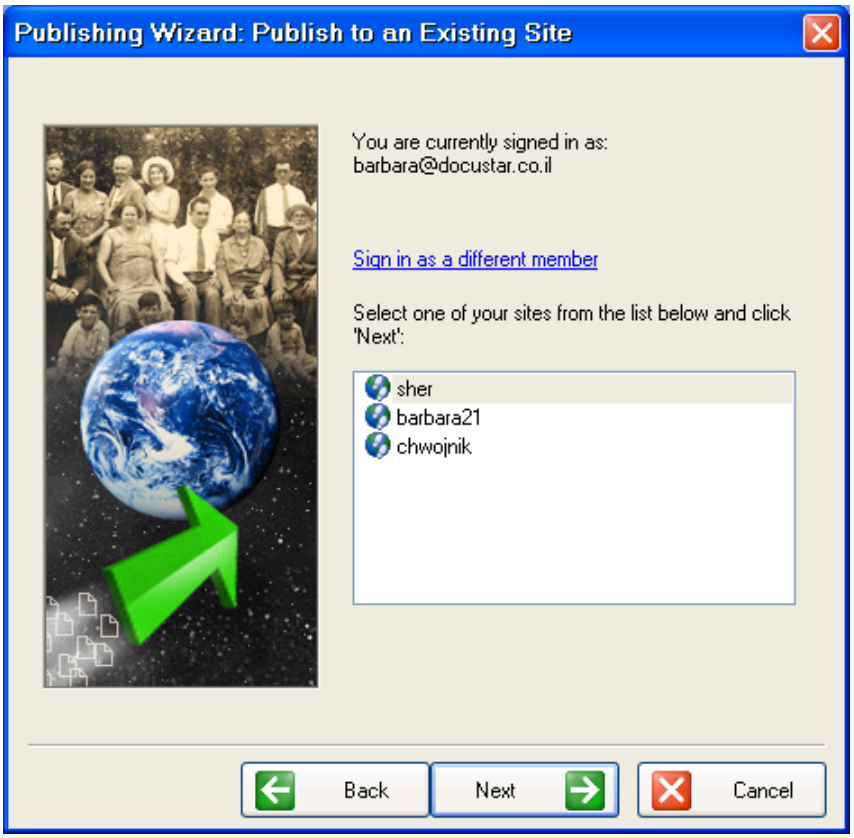
Publishing Wizard
This wizard allows you to set up one-click publishing of your new 'SM1' project to your family site on MyHeritage.
I don't have a family site yet and I would like to creating one
If you are not familiar with the benefits of having a family site, click here to learn more.
I would like to publish the project to a family site that I already created before
I do not want to publish this project at this time
Back
Next
Cancel

This window offers you three options, as follows:

- **I don't have a family site yet and I would like to create one:** This option walks you through the process of creating a site, as described on page X.

> **Note** You can click the link under the first bullet to display more information about family sites.

- **I would like to publish the project to a family site that I already created before:** This option is displayed when you have already published one or more projects. It enables you to select the site to which to publish this project, as shown below:



Select a site and click **Next** to display a window in which you can publish the request, as described on page 248.

- **I do not want to publish this project at this time:** Select this option if you do not yet want to publish any part of your project to a site at this time. You can publish this project at any time later. Selecting this option exits the Publishing Wizard.

> **Note** You may decide not to publish your project or you can use MyHeritage's **Export** option to transfer your project to other people. The export feature is described on page x.

> **Note** If you have never published your project, you should select the option **I don't have a family site yet and I would like to learn more about creating a site** option. This option will walk you through the steps required to set up your first site on the MyHeritage site in order to publish your project.

Defining a Site

Each MyHeritage member can create their own site on the MyHeritage site, which can contain one or more of the family trees that they would like to publish.

The process of creating a site at MyHeritage.com only allocates a name and a space for your family tree. The publishing process can be used later to copy your family tree to the MyHeritage site.

Publishing Wizard: Enter Site Information
You are currently signed in as:
urigonen@gmail.com
Sign in as a different member
Enter a name that best describes your site. It is recommended to provide a name which includes the last name of the major family in the family tree:
Kennedy
Enter an address for the site. The address will become part of the full URL address of the site and can only include letters, digits and dashes and must begin with a letter:
kennedy
.myheritage.com
Click 'Next' to create the site.
If you are not familiar with the benefits of having a family site, click here to learn more.
Back
Next
Cancel

Each member of MyHeritage is identified by their e-mail address which was entered during the MyHeritage registration process as described on page X. This e-mail address is used to verify whether you have already published a project. You may click the **sign-in as a different member** option in order to represent yourself as a different member.

To define a site:

1 Enter or select the name of the site to which your family tree will be published.

If you have already defined people in your project, Family Tree Builder will automatically recommend one or more names for the family tree. Typically, these names consist of a last name of one or more major families in the family tree. Click the arrow button on the right side of this field to see a dropdown list of the various names that MyHeritage suggests. You may also type in any name that you wish.

> **Note** The process of creating a site on MyHeritage.com only allocates a name and a space for your family tree. The publishing process can be used later to copy your family tree to the MyHeritage site.

2 Enter an address for the site. The address that you enter here will become part of the full URL address of the site. If you have already defined people in your project, Family Tree Builder will automatically recommend the same name that was recommended in the previous field.

For example, if you enter **The Smith Family**, then the URL address for navigating to your family tree site on MyHeritage will be **thesmithfamily.MyHeritage.com**

The address that you specify can only include letters, digits and dashes. It must start with a letter.

3 Click **Next** to create your site at MyHeritage.com.

Publishing the Request

This window is the last stage of creating a publishing request. If you check the **Publish Project Now** checkbox, then when you click the **Finish** button, this project will be published immediately. If you do not, then this publishing request will be added to the list of publishing requests that will be published when you click the **Publish Now** button in that window, as described on page 242.

Publishing Wizard: Success
A publishing request has been successfully created for your family tree.
You can publish the project to your family site on MyHeritage.com at any time, by clicking the Publish button on the toolbar.
Advanced Settings...
Publish project now
(There are currently no people in the project)
Back
Finish
Cancel

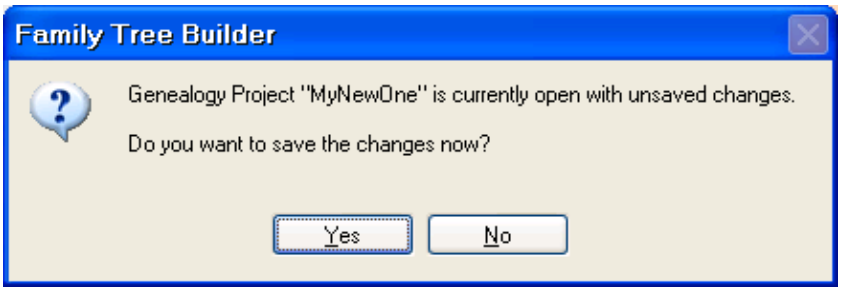
You can optionally click the **Advanced Settings** button to edit the default publishing request for your project. The *Edit Publishing Request* window is then displayed, as described on page x.

Note You must be connected to the Internet in order to create a Publishing Request.

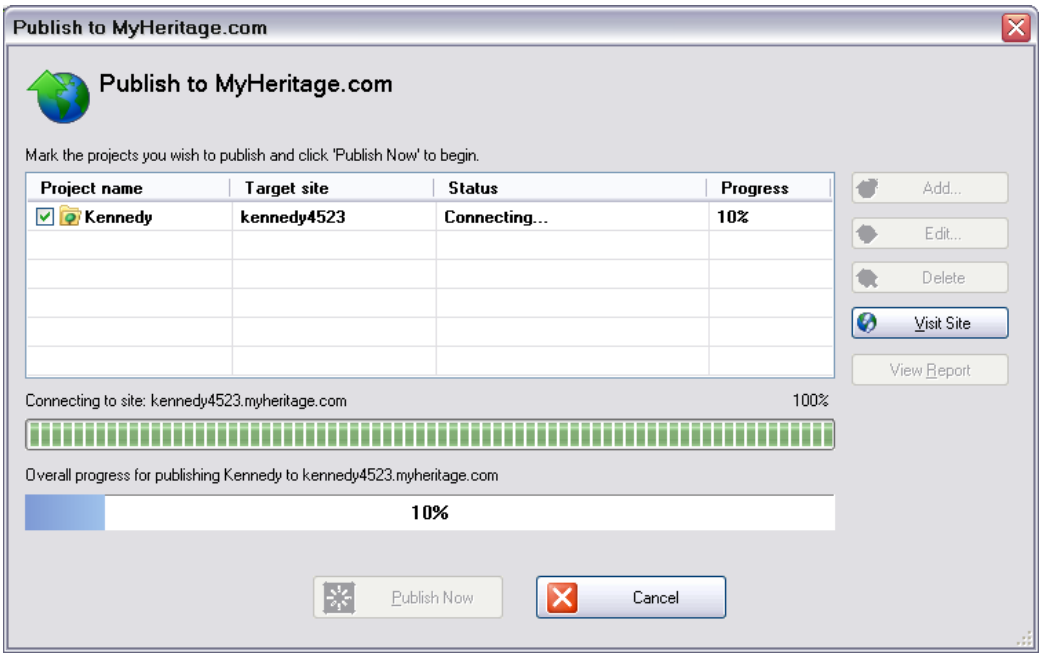
Publishing to the MyHeritage.com Site

Any time after you have made changes in your project that have not yet been published to the MyHeritage.com site, the **Publish** button in the toolbar appears with an exclamation mark: . Simply click it to start the publishing process.

You may be asked whether you want to save the current changes if you have not done so already, as follows:


Family Tree Builder
Genealogy Project "MyNewOne" is currently open with unsaved changes.
Do you want to save the changes now?
Yes
No

Click **Yes** to save your changes. The following window is then displayed:



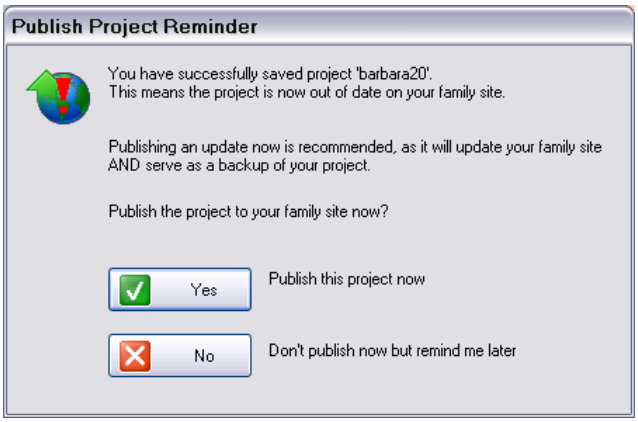
The following options are available in this window:

- Check the projects that you would like to publish and click the **Publish Now** button to publish them. Each project will be published to the site that is defined in the **Target site** column. This window shows the progress and status of publishing your project to the MyHeritage site. After it is finished, a success message is displayed.
- Click the **Add** button to define another publishing request in this window, as described on page 243. This makes it easy to publish the next time, because all you will have to do is to click the **Publish Now** button, as described above. If you have already published a site and nothing has changed since then, then you can continue to use the same publishing request in the future.
- Click the **Edit** button to edit the publishing request whose row you selected in this window, as described on page 248.

- Click the **Delete** button to delete publishing request whose row you selected in this window.
- Click the **Visit Site** button in order to view the published family tree in an Internet browser in order as others will see it.
- Click the **View Report** button to see a report describing the publishing process.

Note

When you save your project, Family Tree Builder may remind you to publish the changes that you made to your project. When you save your project, the following window may be displayed:


Publish Project Reminder
You have successfully saved project 'barbara20'.
This means the project is now out of date on your family site.
Publishing an update now is recommended, as it will update your family site AND serve as a backup of your project.
Publish the project to your family site now?
Yes
Publish this project now
No
Don't publish now but remind me later

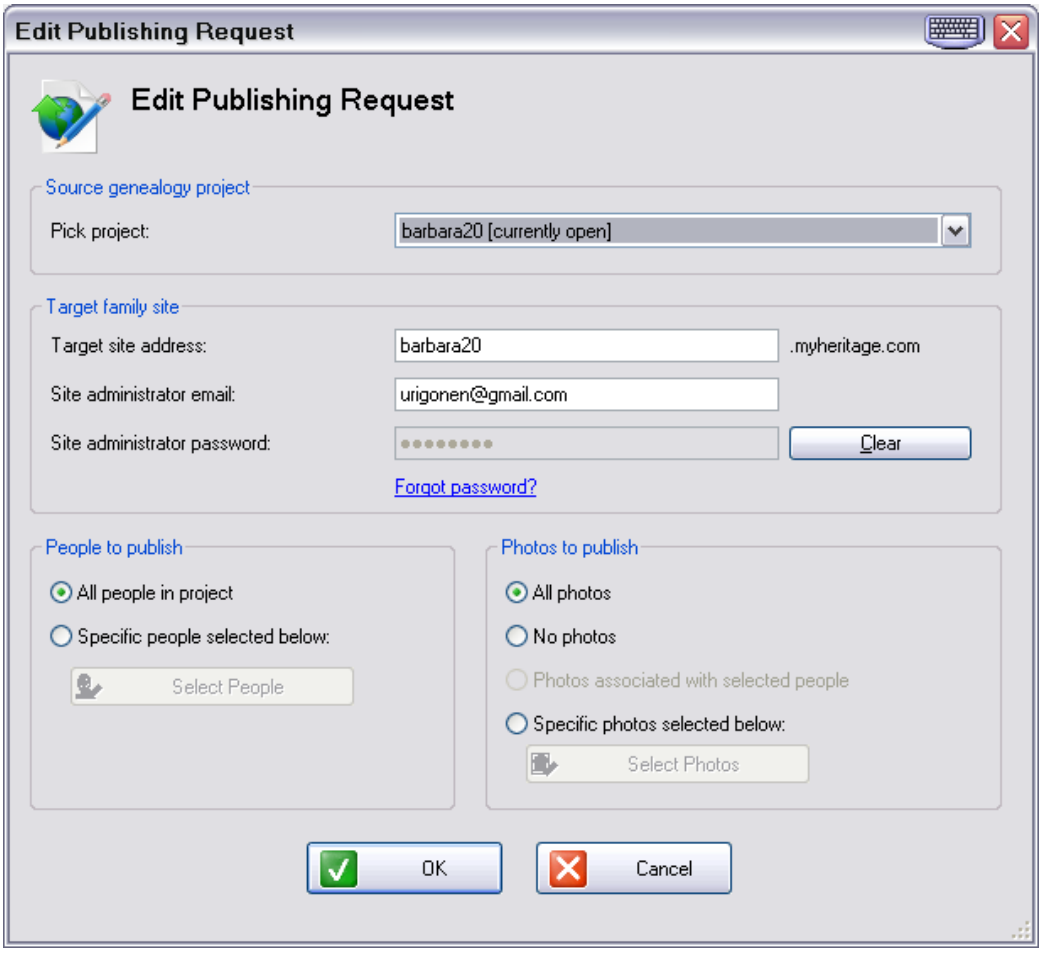
- Select **Yes** to publish the project now, as described in the XYZ section on page 264.

  or

- Select **No** to indicate that you do not want to publish the project now, but would like to be reminded later.

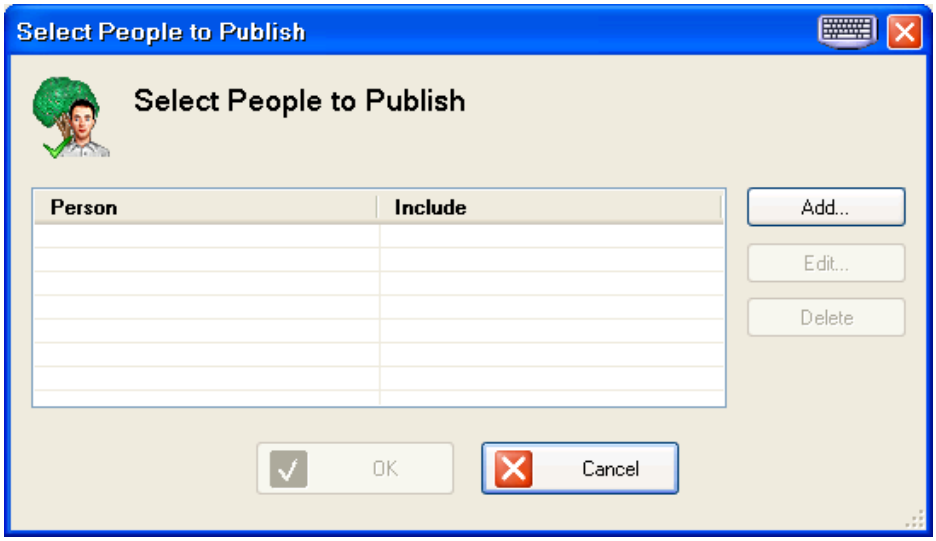
Editing the Publishing Request

To edit a publishing request, select one in the window, shown on page 249, and then click on the **Edit** button. The *Edit Publishing Request* window is then displayed which enables you to define the details of a publishing request.

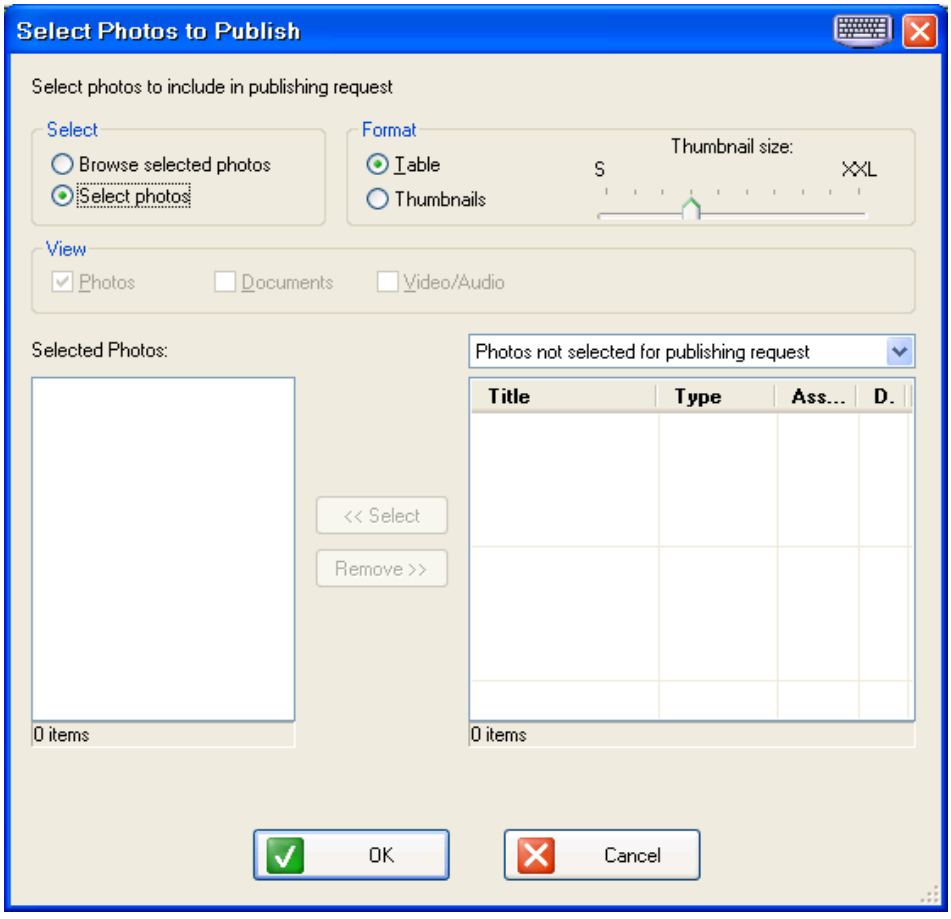


The following describes the fields in this window:

- **Pick project:** Select the name of the project to be published. The default is the currently open project.
- **Target site address and site administrator email fields:** These are described in the previous step. You may be asked to re-enter your password.
- **People to publish:** Select the people in the current project to be published to your site, as follows. This option is particularly useful when you have a big project that describes multiple families and you would like to create different sites, each which describes a different family.
  - **All people in project:** Select this option to specify that all the people in your project will be published to the family tree on your site.
  - **Specific people selected below:** Select this option to specify that only the people that you select by clicking the select people button will be published to the family tree on your site. When you click the **Select People** button a window is displayed, enabling you to select any combination of people in your project. Click the **Add** button to display a list of people in your project from which to select.



- **Photos to Publish:** Select the photos in the selected project to be published to your site, as follows:
  - **All Photos:** Select this option to specify that all the photos in your project will be published to the family tree on your site.
  - **No Photos:** Select this option to specify that no photos in your project will be published to the family tree on your site.
  - **Specific Photos Selected Below:** Select this option to specify that only the photos that you select by clicking the **Select Photos** button will be published to the family tree on your site. When you click the **Select Photos** button the following window is displayed, enabling you to select any combination of photos in your project.



Select

The *Select* area contains two options, as follows:

- **Select photos:** This option displays photos for your selection. You can use the dropdown menu above this box to display **All** photos, **Photos not selected for publishing request** or the **Home person's photos only**. Once you have displayed the requested photos in this list box, you can click on them, and then press the **Select** button to move them to the selected photos list box on the left. This list box indicates which photos will be published to your site.
- **Browse selected photos:** Select this option to enable you to browse among the photos listed in the **Selected Photos** list box on the left. You can use the arrow keys on your keyboard to browse up and down in this list.

Format and View

These areas of the window enable you to specify how photos appear when you select the **Browse selected photos** option as described above. The options in these areas are described in detail on page x.

Click **OK** after you have selected all the photos to be published to your site.

Creating a site does not mean that you have published your project to that site yet.

Note You can publish a project to your family site at any time by clicking the **Publish** button in the toolbar .

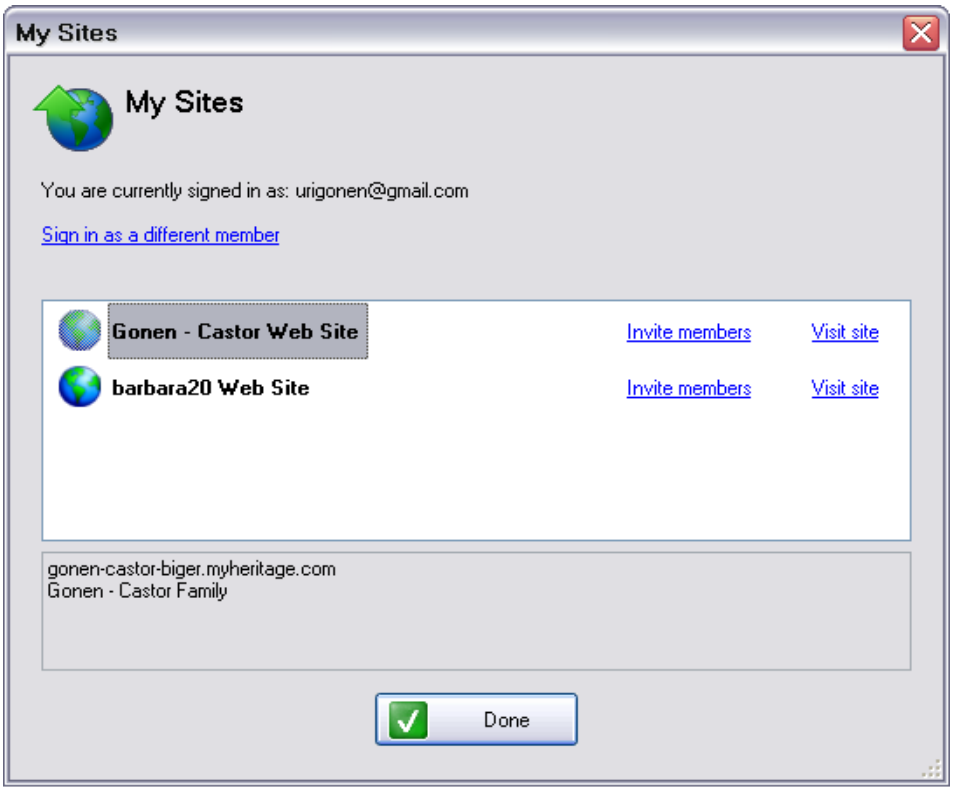
Managing Your Sites

As a member of MyHeritage you can create your own family site, which is actually a sub-site of the MyHeritage.com website. This site can contain one or more of the family trees that you would like to publish. You can also create more than one site in case you have multiple family trees that are not related.

You can also publish the same tree, or different portions of the same tree to multiple sites.

To see your sites:

- **Select** the **My Sites** option in the **Tools** menu to show your list of sites, as shown below:



When you select a site, its details are displayed at the bottom of the window.

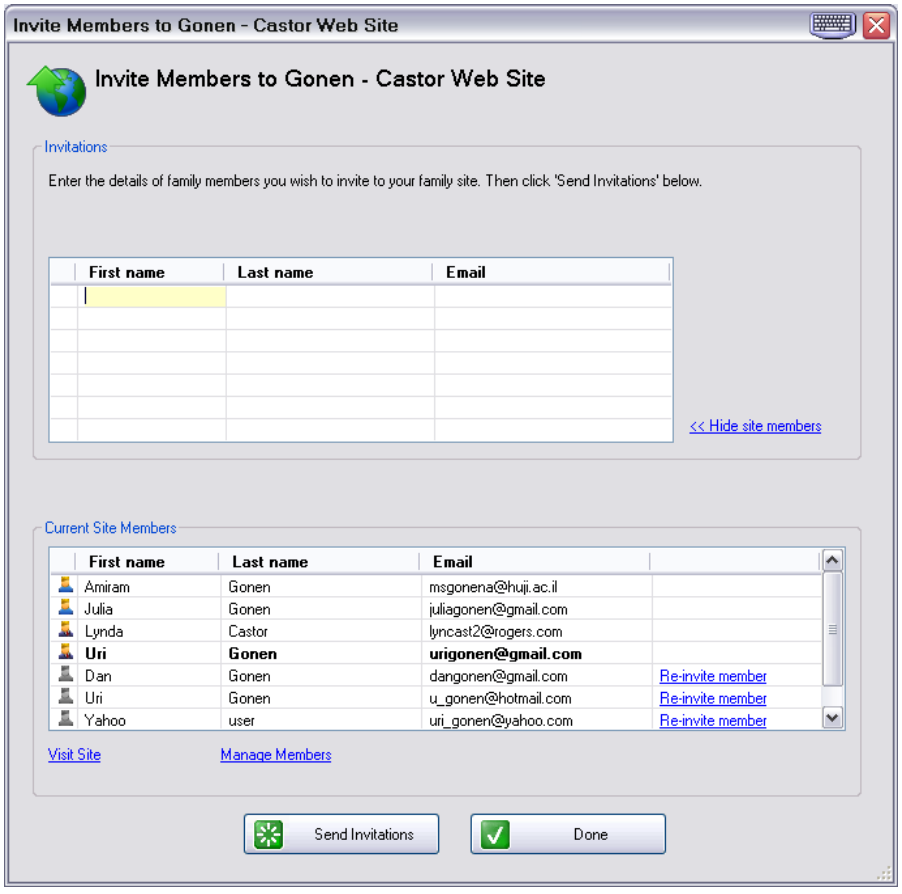
To visit a site:

- You can visit a site by clicking the **Visit Site** option, which enables you to view this site in a Web browser.

  Anyone with an email address can be invited to be a member of your site. Anyone that accepts your invitation automatically becomes a MyHeritage member.

To invite people to visit your site:

- You can invite people to visit your site by clicking the **Invite Members** option, which displays the following window:



The list of current site members is shown at the bottom of the window. These are all the people that are included in your family tree for whom an e-mail address was defined. When you click the **Send Invitations** button, all these people are invited to your site.

Your name is shown in bold.

People that you have invited previously, but who have never visited the site appear with the **Re-invite Member** option next to their e-mail addresses. Click this option to add these people to the list at the top of the window. This is the list of people who will be invited when you click the **Send Invitations** button.

To add new people to be invited to see the site:

- Simply type in their first name, last name and e-mail address.

Chapter 8

Research

Chapter 8

Research

About This Chapter:

The Family Tree Builder provides you with full access to the rich functionality provided by MyHeritage.com's genealogy research feature. This tool enables you to research families and/or specific people in a variety of genealogy research databases.

This chapter also contains the following sections:

- **Introducing the Research Tool,** page 261.
- **Megadex™ and Soundex,** page 262.
- **Using MyHeritage Research,** page 263.
- **The Research Menu,** page 268.

Introducing the Research Tool

MyHeritage Research is the world's best search engine for ancestors and the only tool that runs aggregate searches in hundreds of online databases.

MyHeritage Research is a search engine built specifically for genealogy, capable of searching hundreds of major genealogy databases in a single query. It is the most comprehensive genealogy research tool existing today and the first of its kind. In simple terms, this search engine runs each query simultaneously in hundreds of genealogy databases, aggregates the results and displays them in one consolidated report. This gives you more genealogy search power than has ever been available before, in a simple, friendly and convenient interface.

To get started, simply go to the **New Search** page. Type in the name of an ancestor, even just a last name and click the **Search** button, as described in more detail on page x.

MyHeritage Research does the rest, combing the Internet for relevant information in an unparalleled collection of the world's best genealogy resources – over 1,150 of them to date. It queries websites, databases, archives and message boards; covering all genealogy records including census records, family trees, immigration records, military records, medical records, cemetery records, court, land and probate documents, and other informational sources, such as newspapers, telephone directories, and more.

Note You must be connected to the Internet to be able to use MyHeritage Research.

Megadex™ and Soundex

Megadex™ helps you find richer information about your ancestors that may have eluded you in the past.

If you are familiar with genealogy research you probably already know that spelling variations present one of the top challenges. Suppose you are researching your Williamson family heritage. In order to find information about your ancestors, you may also need to search for Williemson, Williamsen and Williamsohn, to mention but a few. This is because most last names evolve over the centuries and they were written differently in different countries and cultures, over different periods. Also, numerous errors may have crept in when information about your ancestors was handwritten, transcribed, transliterated and typed.

Existing solutions like Soundex run a query and return everything that *sounds like* the entered name. But not all genealogy databases support Soundex, and even those that do, are guaranteed to return masses of false positives, meaning irrelevant results that waste your time. Many false positives may cause you to overlook quality matches like Villiamson or Wilhelmson that are perfect synonyms of your name but current technologies are incapable of associating them correctly with your search.

Megadex™ was invented by MyHeritage to overcome the challenges posed by spelling variations. Megadex™ first comes to your aid by pointing out the most commonly used spelling variations of the last name you are researching.

It then enables you to search for a subset of these variations in a single, powerful MyHeritage Research query. Your Megadex™ search covers all major genealogy databases on the Web (even those that do not support any *sounds-like* features). It does not return the typical Soundex false positives, and it does not miss out as many good matches as Soundex.

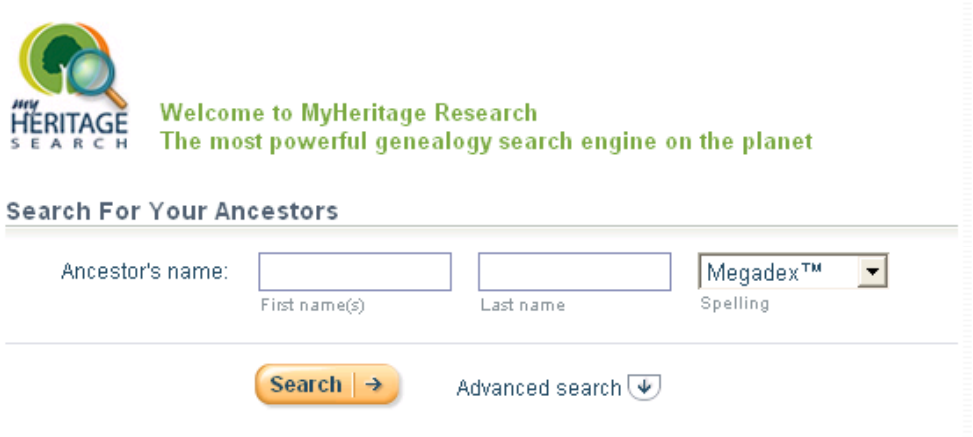
Using MyHeritage Research

You can easily select from the menu options to display a chart of ancestors or descendants either vertically or horizontally, as described below:

To use MyHeritage Research:

1 From the *Research* menu, select **Open MyHeritage Research**, as shown below:

The MyHeritage Research tool opens, as shown below:



2 Enter either a first and last name or only a last name.

3 Optionally, you can change the way that MyHeritage searches for a match, as follows:

- **Exact:** Research results only contain people whose name is spelled exactly as you specified it.
- **Soundex:** Research results are presented for people whose names sound-like the name that you specified.
- **Megadex™:** Research results are presented for several variants of a last name in order to maximize hits and explore new avenues for research based on alternative spellings of a name. More information is on **Megadex™** and **Soundex** is provided on page x.

4 Optionally, you can click the **Advanced search** button to display a variety of fields in which you can describe the person(s) in which you are interested and the places in which to research more specifically, as shown below:

5 Click the **Search** button to start the search in over 1,150 of the world's best genealogy databases.

Megadex™ Results

The following describes how results appear when you have selected the **Megadex™** option.

As a preliminary step, Megadex™ displays a list of the best possible spelling variants of the last name you entered. At the top of this list is the last name as you typed it, already checked to be included in the search. Many spelling variants are suggested for each name. A score is specified for each variant, indicating its proximity to the last name you entered. Names that scored less than 95% are not listed because they are deemed irrelevant to your search. At this point you may want to print out the spelling suggestions as they could be useful for future genealogy research on that name.

From the list of spelling variants, select up to ten names that best suit your research. You can select any name individually, or automatically select the most relevant ones by clicking **Select the 10 best matching variants**.

Then click **Start this search**. MyHeritage Research then queries all applicable genealogy databases for each of the spelling variants that was selected. This query is very powerful and may take a few minutes.

You can start accessing results the moment they appear without waiting for the entire search to complete. If you also entered a first name, or other search criteria, MyHeritage Research includes them in your Megadex™ query.

MyHeritage Research displays the results of your search in one long table. Each row of the table shows a single database in which matches were found, the Megadex™ spelling variant for which the matches were found, and the number of matches.

You can view the actual matches by clicking the **View** action. Genealogy databases that did not return any matches are not displayed.

If you intend to review the results in detail, we recommend clicking **Save Search** to save your search results. This enables you to revisit these results at any time by clicking **My searches** in the menu without having to run the search again, saving you time.

You can annotate your search results with research notes.

You can also schedule your search to recur automatically so that you are notified when new results appear. This is extremely useful because new genealogy databases are added to MyHeritage Research frequently.

Exact and Soundex Results

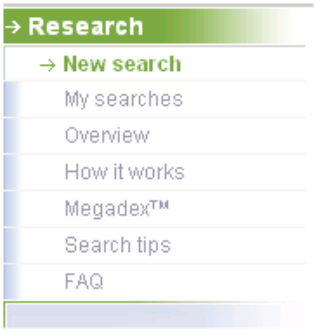
The following describes how results appear when you have selected the **Exact** or the **Soundex** option.

All positive results are consolidated into one convenient report, built dynamically for you. A results page starts filling up with matches almost immediately. Each row specifies the name and description of a database that returned matches.

Click on any **View** action to view the specific results from a database directly.

The Research Menu

The **Research** menu offers a variety of information describing the functionality that it provides:



- **New search:** Enables you to start searching for a person, as described on page x.
- **My searches:** Enables quick access to previously saved searches without having to run the search again, saving you time.
- **Overview:** Describes the features and functionality of the MyHeritage Research tool.
- **How it works:** Describes how to use the MyHeritage Research tool.
- **Megadex™:** Describes the features of the Megadex™ search algorithms.
- **Search tips:** Provides a variety of tips for finding the information that you want.
- **FAQ:** Provides answers to the most Frequently Asked Questions about MyHeritage Research.

Chapter 9

Language and Translation

Chapter 9

Language and Translation

About This Chapter:

This chapter describes the various language and translation features that are provided by Family Tree Builder. It contains the following sections:

- **Supporting Multiple Languages,** page 271, describes the languages that Family Tree Builder supports for both its user interface and the family tree data that you can enter.
- **The Virtual Keyboard,** page 275, enables you to enter data in any of the numerous supported languages even when your computer and its keyboard do not support or provide the letters of that language.
- **Changing the User Interface Language,** page 276, describes how to change the user interface language in Family Tree Builder.
- **Primary and Secondary Languages,** page 278, describes Family Tree Builder's options for changing the data language.
- **Changing the Data Language,** page 280, describes how to change the data language in Family Tree Builder.
- **Translating in Family Tree Builder,** page 282, describes the various translation options in Family Tree Builder.

Supporting Multiple Languages

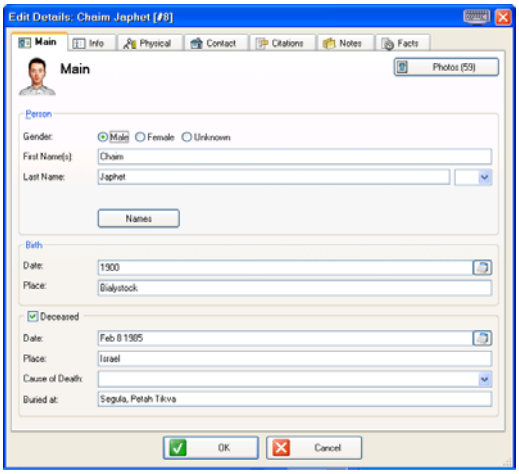
Family Tree Builder supports numerous languages, which are listed below:

Family Tree Builder supports these languages for the following:

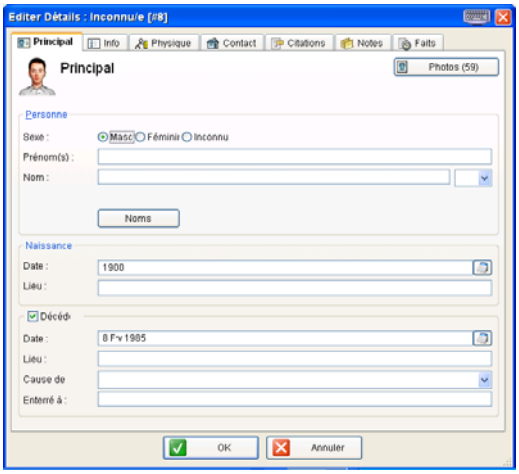
- **User Interface,** as described on page 272
- **Data,** as described on page 273

User Interface

The *user interface* language refers to the text that appears in all the menus, toolbars and windows in Family Tree Builder. You can select any one of the languages for the user interface and swap this language at any time without losing your data or closing the program. An example of the same window in English and in French is shown below.



English



French

Data

The *data language* refers to the language in which the genealogy data is entered and displayed. Family Tree Builder allows you to create a family tree in more than one data language. Specific facts must be entered in each language separately, such as the names of people and places, while the relationships between the individuals and the various dates need only be entered once and are then shared between the languages unless you use the translation features, which are described on page x.

Tip The user interface language and the data language are independent and can be combined in almost any way you like. For example, you can view a family tree that was sent to you by a relative that contains all French data (meaning names and places), while the Family Tree Builder user interface (meaning menu and filed names) is displayed in English.

Note The only limitation is when using Hebrew or Yiddish (right-to-left languages). The user interface language and the data language must both be in the same direction (in this case, right-to-left). This means that you cannot view Hebrew data without also changing the user interface language to Hebrew or Yiddish. This is mandatory to avoid text alignment issues.

Tip Family Tree Builder is one of the only programs in the world that supports flipping from English to Hebrew and Hebrew to English without restarting the program. This means that you can switch the user interface language from English to Hebrew or vice versa whenever you want, even while the program is running.

Tip You can use any of the supported languages even without installing them on your PC, including even more obscure languages such as Greek. However, your Windows operating system must support a feature called mirroring, which is available as a default in most recent versions of Windows, except the old Windows NT 4.0 and some old versions of Windows 98.

Tip Multi-lingual family trees are great for family reunions! You can create and print multi-lingual reports that showcase the same family tree in more than one language. The printing of reports is described on page X.

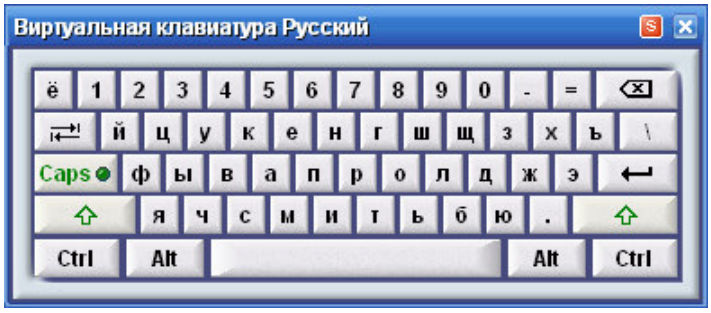
The Virtual Keyboard

Family Tree Builder provides a Virtual Keyboard that enables you to enter data in any of the numerous supported languages even when your computer and its keyboard do not support or provide the letters of that language.

To use the virtual keyboard:

1 Launch the virtual keyboard by clicking the **Keyboard** icon at the top of every page in Family Tree Builder. The virtual keyboard of the selected language is displayed as a floating window, on top of the other Family Tree Builder windows.

As an example, the keyboard that is displayed when the Russian language is selected is shown below:



The virtual keyboard self-adjusts automatically, according to the current language settings.

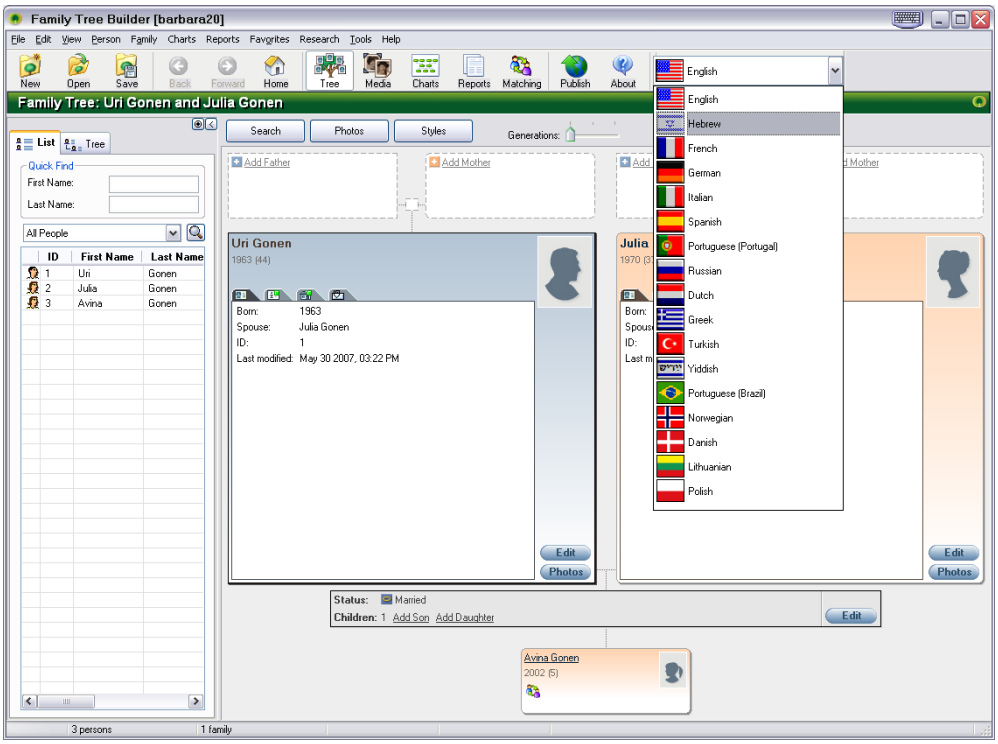
2 Click on a letter on the virtual keyboard with your mouse to enter that letter in the most recently used/selected field in a Family Tree Builder window.

Changing the User Interface Language

This section describes how to change the user interface language of the text that appears in all the menus, toolbars and windows in Family Tree Builder.

To change the language:

1 Click on the flag of the current language that appears in the top right of the window to display a dropdown menu of all the available languages, as shown below:



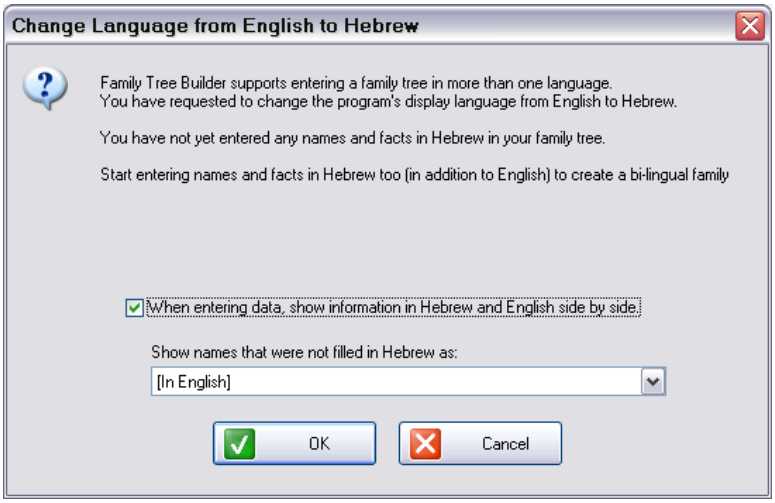
2 Click the required language in the dropdown list and the user interface automatically changes according to your selection. Some of the family tree data, such as the relationships between people and dates is translated automatically by Family Tree Builder. Other types of data, such as peoples' names and the names of places, can be entered manually in the selected language.

Note

You also have the option to specify that all data fields that do not already have a translation be automatically translated by Family Tree Builder into the language of your choice. This option is described on page X.

Note

Upon changing from a right-to-left language to a left-to-right language, or vice versa, such as from English to Hebrew, the following window is displayed:


Change Language from English to Hebrew
Family Tree Builder supports entering a family tree in more than one language.
You have requested to change the program's display language from English to Hebrew.
You have not yet entered any names and facts in Hebrew in your family tree.
Start entering names and facts in Hebrew too (in addition to English) to create a bi-lingual family
When entering data, show information in Hebrew and English side by side.
Show names that were not filled in Hebrew as:
[In English]
OK
Cancel

This window provides you with the option to display both languages. For example, both the English and the Hebrew data side-by-side. This is called a dual-language interface.

It also provides you with the option to specify what to display in place of data that has not been entered in both the selected languages. For example, for a name entered only in Hebrew, you can specify that Family Tree Builder automatically translates it into English or that a string that you specify is displayed instead (such as the words "not translated into English" or a question mark).

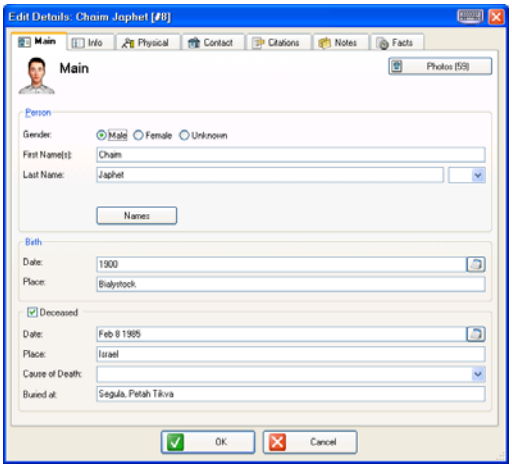
Primary and Secondary Languages

When you create a new project, Family Tree Builder offers you to select one or two languages: a **primary** language and a **secondary** language. The **primary** language determines the default language of the user interface and will be the dominant data-entry language. The **secondary** language is your alternative data-entry language and is optional.

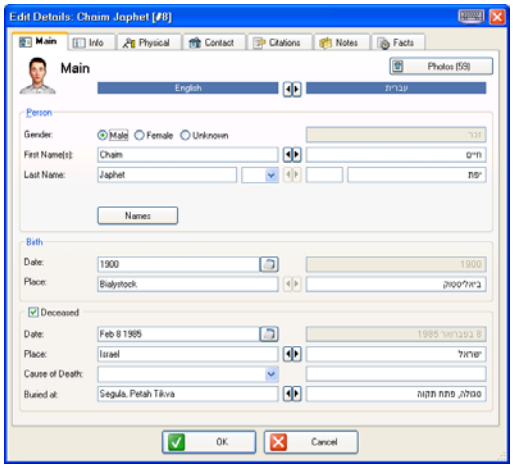
Note You may change these settings at any time.

Family Tree Builder enables you to specify the user interface language and the primary and secondary data languages at any time. The primary data language is the data language in which you want to enter data like names of people and places, notes, and so on. If you define a secondary data language, then Family Tree Builder works in dual-language mode and data entry pages are bi-lingual. If you do not define a secondary data language, then the application works in single-language mode and all data entry pages only accept data in the primary language.

The following shows an example in single-language mode and in dual-language mode:



Single-Language Mode



Dual-Language Mode

By default, Family Tree Builder works in single-language mode. If you are not in single-language mode and would like to be, then select **Languages** from the **Tools** menu and set the **Secondary Data Language** field to **No Secondary Language**.

Tip By default, Family Tree Builder is configured so that the **primary** data language is the same as the user interface language. This means that upon changing the display language you are also instructing the program to change the data language to match it. While this keeps language control simple, you can change this behavior if you want to, as described in this chapter on page x.

Note This option is available, but is not recommended, as it may be less convenient.

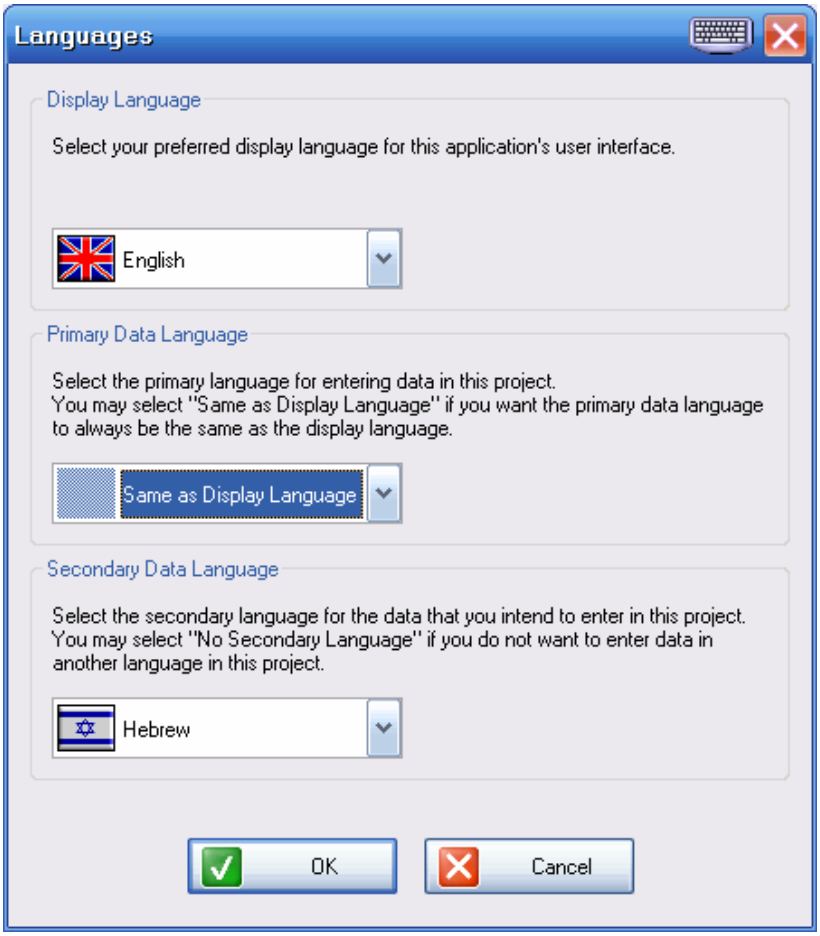
Tip Although your project may be in two languages, such as English and Hebrew, you can in fact create a family tree in any subset of languages, such as Spanish and Portuguese. You are not required to include English or any other language in your project, although supporting English is generally a good idea.

Changing the Data Language

The following procedure describes how to change the data language and how to modify the primary and secondary data languages.

To change the data language:

1 From the Family Tree Builder **Tools** menu, select **Languages** to display the following window:


Languages
Display Language
Select your preferred display language for this application's user interface.
English
Primary Data Language
Select the primary language for entering data in this project.
You may select "Same as Display Language" if you want the primary data language to always be the same as the display language.
Same as Display Language
Secondary Data Language
Select the secondary language for the data that you intend to enter in this project.
You may select "No Secondary Language" if you do not want to enter data in another language in this project.
Hebrew
OK
Cancel

2 From the **Display Language** dropdown list, select the language in which you require the user interface to be displayed.

3 From the **Primary Data Language** dropdown list, select the default language for entering data in your project.

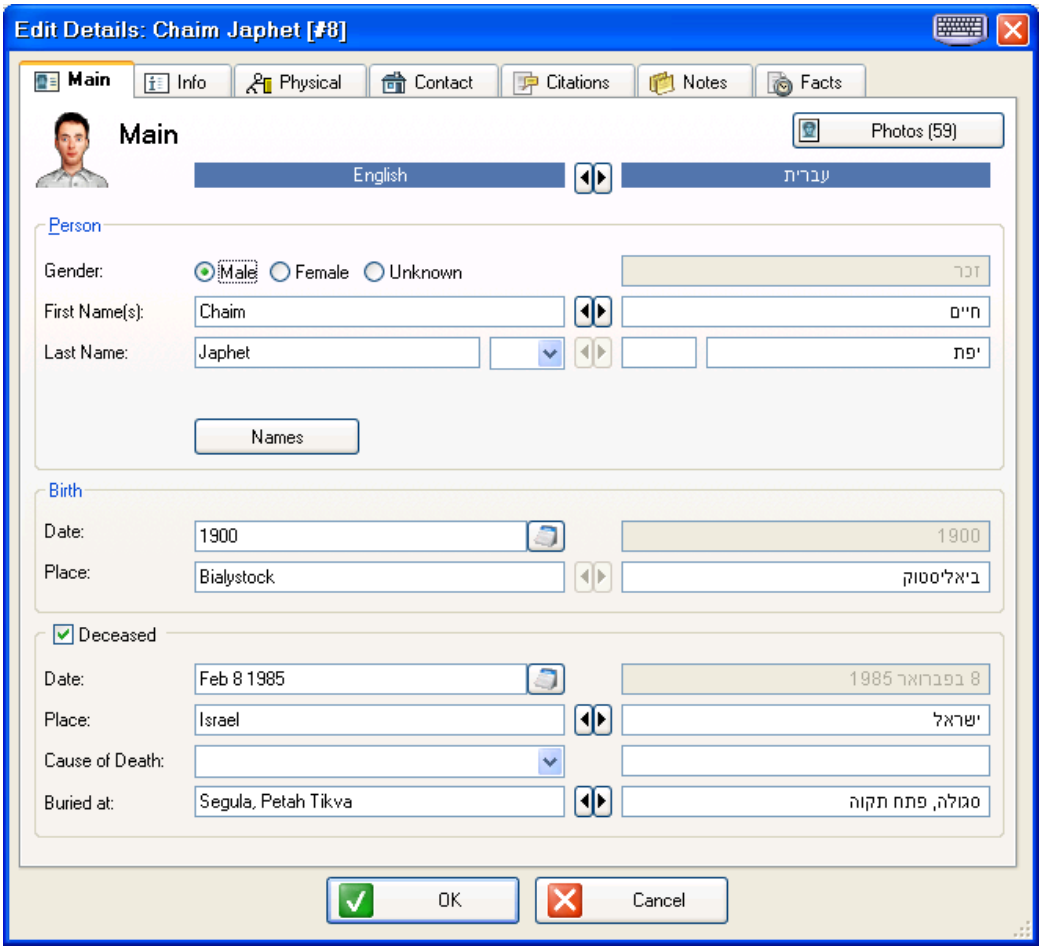
4 From the **Secondary Data Language** dropdown list, select the additional/alternative language for entering data in your project.

Tip If you only require one data language, set the **Secondary Data Language** field to **No Secondary Language**.

Tip If you change the Primary Data Language of an existing project, then the words **Unknown** or **Empty** may appear in place of the data that you have already entered.

Translating in Family Tree Builder

If you are working in dual-language mode, as described on page X, you can enter data directly in both languages in the easy-to-use dual-language interface, which provides the fields in one language on the right and in the other language on the left, as shown in the example below:



Family Tree Builder is installed with a database of common translations of names (for example, from Hebrew to English). This enables the Family Tree Builder to automatically translate names of places and people in its various entry windows. Family Tree Builder is also intuitive, gathering information as it runs and adding all your manual translations into its database so that in the future it can translate these same words automatically, as described below.

Family Tree Builder enables you to translate, as follows:

- **All project data,** as described on page x
- **All the data in the current window,** as described on page x
- **The data in the current field,** as described on page x

Translating All Project Data

By default, Family Tree Builder proposes to translate the data from the primary language to the secondary language (described on page X).

To translate all project data:

1 From the **Tools** menu, select **Translation Wizard**. The following window is displayed:

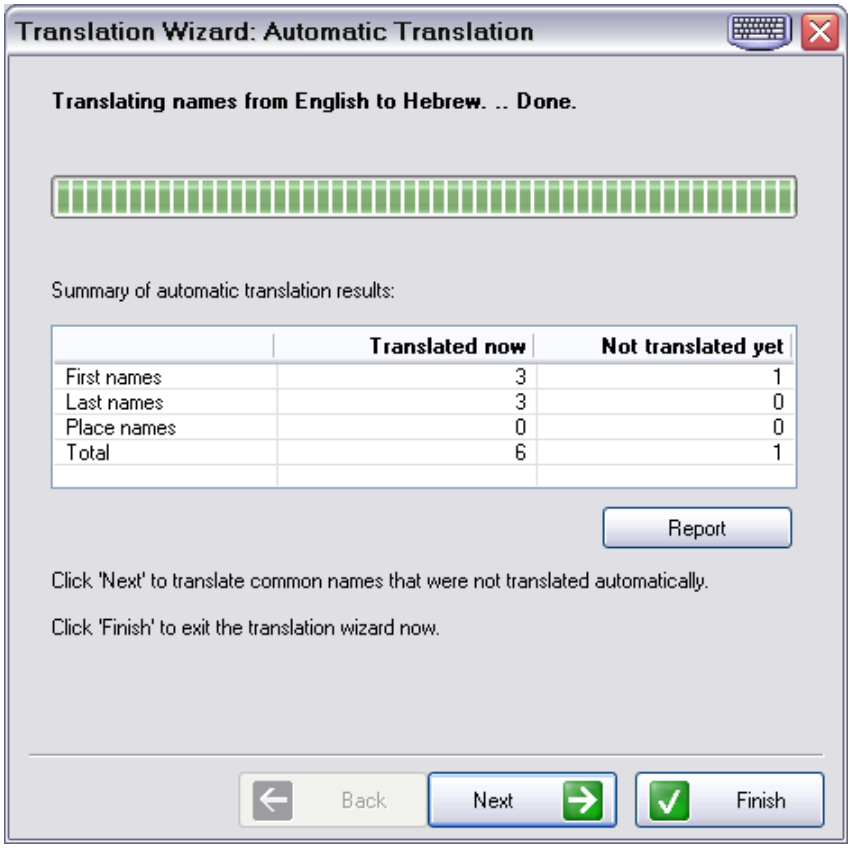
Translation Wizard: Welcome
This wizard will help you translate first names, last names and place names that exist in your project, easily.
Please select the language in which these names have been entered and the language to which you wish to translate these names.
Select Languages
Translate from: (source language)
English
Translate to: (target language)
Hebrew
Override existing translations
Click 'Next' to begin translation
Back
Next
Cancel

2 From the **Translate from** dropdown list, select the language to be translated. In the above example, **English** is selected.

3 From the **Translate to** dropdown list, select the language to which the source language is to be translated. In the above example, **Hebrew** is selected.

4 If you would like data that has already been entered in your Family Tree Builder's database to be overwritten by this translation, select the **Override existing translations** field.

5 Click the **Next** button to begin the translation. After translation is completed, the following window is displayed:


Translation Wizard: Automatic Translation
Translating names from English to Hebrew. .. Done.
Summary of automatic translation results:
Translated now
Not translated yet
First names 3 1
Last names 3 0
Place names 0 0
Total 6 1
Report
Click 'Next' to translate common names that were not translated automatically.
Click 'Finish' to exit the translation wizard now.
Back
Next
Finish

This window specifies the number of first names, last names, and place names that have been translated and the number of fields that remain un-translated. You may click the **Report** button to store these translation results in a file for your review.

6 Click the **Next** button to display a window which lists the names that have not been translated and which enables you to manually translate them.

7 Click on any field to type in the translation.

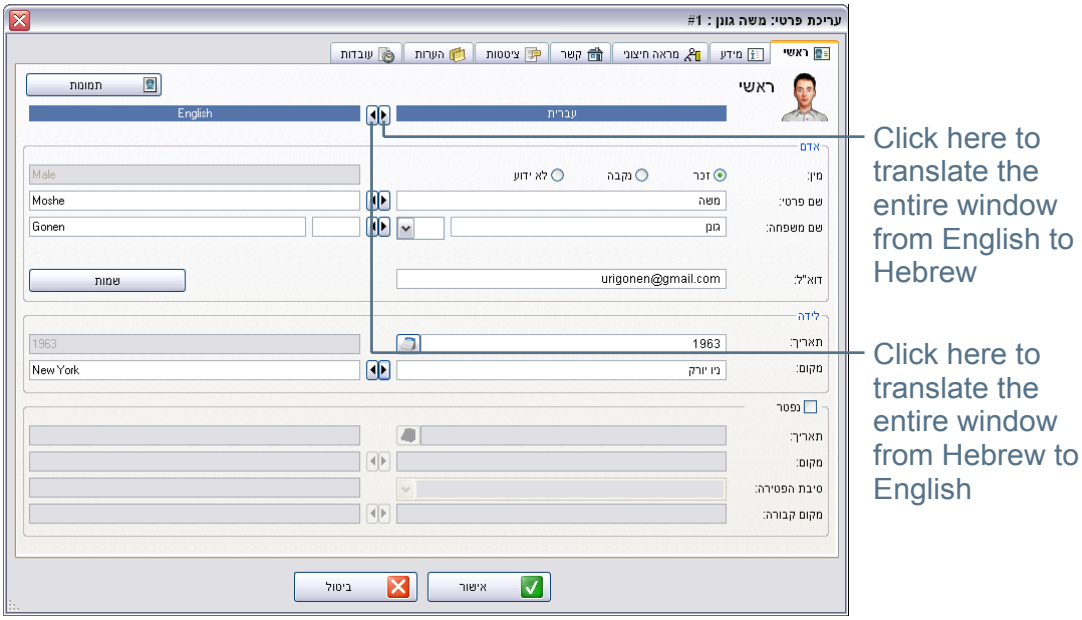
8 Click the **Next** button to enable the Family Tree Builder to apply your manual translations to your project.

Translating the Current Window's Data

Family Tree Builder can attempt to translate all the data in the current window from the primary language to the secondary language or vice versa.

To translate all the data in the current window:

- In the *Dual Interface* window, click on the arrow button that is pointing to the language into which it should be translated. It appears between the two language headers, as shown below.


Click here to translate the entire window from English to Hebrew
Click here to translate the entire window from Hebrew to English

The arrow buttons are only enabled when Family Tree Builder recognizes some of the data that you entered in the language that you entered it, meaning that it already has a translation of that term in its database. If Family Tree Builder does not have a translation in its database, the arrow is disabled, meaning that it will be gray and you cannot click it. After you manually translate un-translated fields, Family Tree Builder remembers your translation and is able to use it when performing automatic translations in the future.

Note The direction of the arrow button that you click determines the direction of the translation.

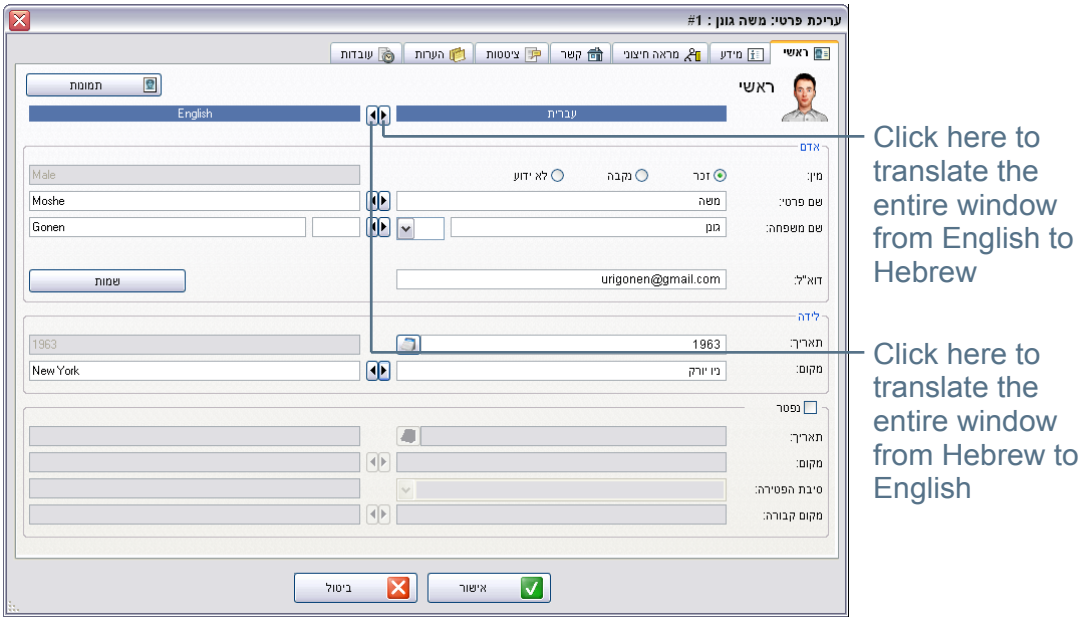
Translating a Field

Family Tree Builder can attempt to translate a specific field in the window that is currently displayed.

To translate a field that you have entered:

- In the *Dual Interface* window, click on the arrow button that is pointing to the language into which it should be translated. It appears between the two fields, as shown below:

> **Note** The direction of the arrow button that you click determines the direction of the translation.


Click here to translate the entire window from English to Hebrew
Click here to translate the entire window from Hebrew to English

This example shows how the name Moshe has been translated into Hebrew, and how the state of New York in Hebrew, was translated into English.

Chapter 10

Configuration Options

Chapter 10

Configuration Options

About This Chapter:

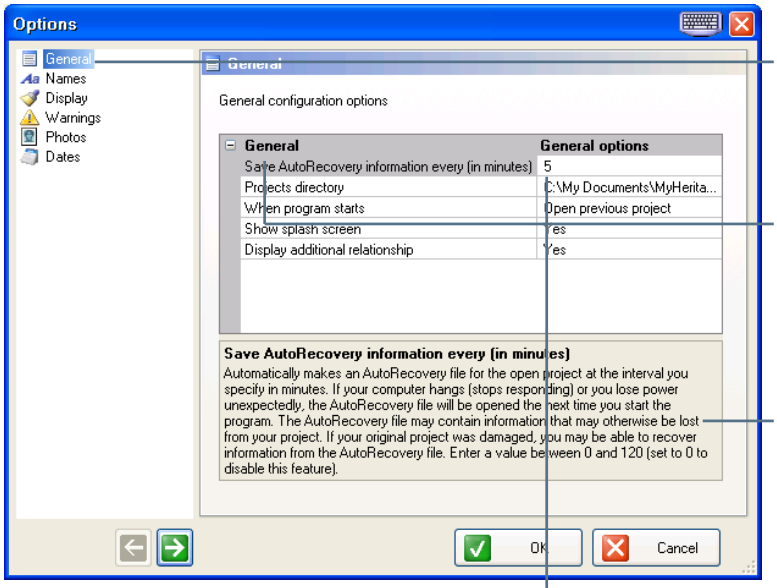
This chapter describes additional options for configuring the behavior of your family tree.

Configuring Family Tree Builder

Family Tree Builder provides a variety of configurable options. Each of these options is described in the window shown below. This chapter describes how to access this window and provides a general explanation of how to use it to configure Family Tree Builder.

To configure Family Tree Builder:

1 Click **Options** in the **Tools** menu to display the following window in which you can configure MyHeritage options:


Options
General
Names
Display
Warnings
Photos
Dates
General
General configuration options
General
General options
Save AutoRecovery information every (in minutes)
5
Projects directory
C:\My Documents\MyHerita...
When program starts
Open previous project
Show splash screen
Yes
Display additional relationship
Yes
Save AutoRecovery information every (in minutes)
Automatically makes an AutoRecovery file for the open project at the interval you specify in minutes. If your computer hangs (stops responding) or you lose power unexpectedly, the AutoRecovery file will be opened the next time you start the program. The AutoRecovery file may contain information that may otherwise be lost from your project. If your original project was damaged, you may be able to recover information from the AutoRecovery file. Enter a value between 0 and 120 (set to 0 to disable this feature).
OK
Cancel

1 Select a general category of configurable options

2 Look for the name of the option that you would like to change

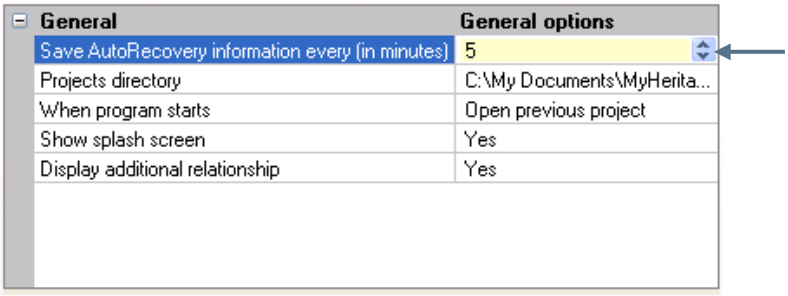
3 Click on a row to see a description of how this option affects the behavior of MyHeritage

4 Click on a parameter to modify it

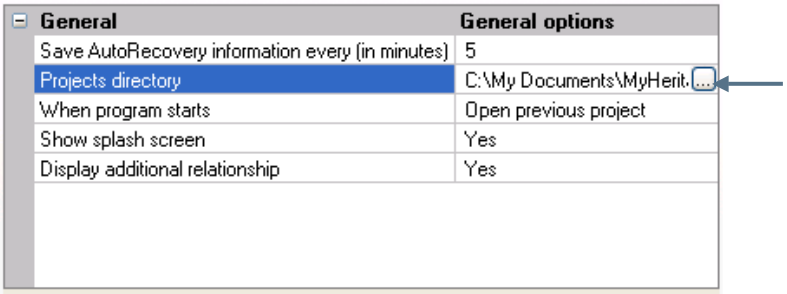
2 Simply click on an option in the tree on the left, to display a list of configurable options on the right.

3 Each row on the right enables you to configure a different MyHeritage option. The left column is the name of the option and the right column in this window is the value of that option. Clicking on a row shows a description of the aspect of MyHeritage that is affected in the bottom of the window. It also may add a small icon to the right of the value in the right column of the table, as shown in the examples below:

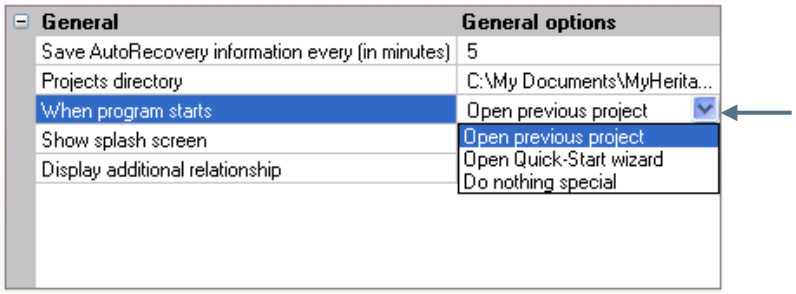
When you click on the row shown below, the following appears . Click the up arrow to increment the value of that option or click the down arrow to decrement that value. You can also simply type over the value.



When you click on the row shown below, the Browser button appears. Click it to open a window from which you can select a folder.



When you click on the row shown below, a dropdown menu appears from which you can select an option.



Chapter 11

FAQ

Chapter 11

FAQ

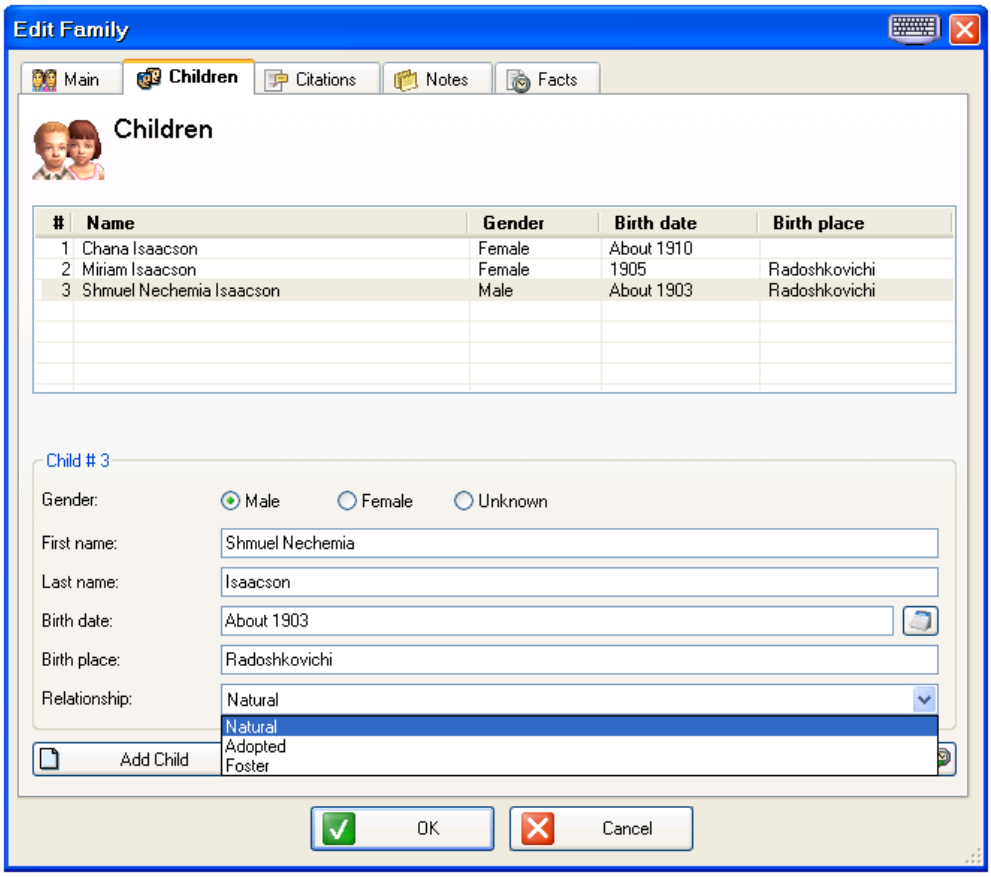
About This Chapter:

This chapter describes how to handle a variety of situations in MyHeritage. This chapter answers the following questions:

- **How Do I Indicate an Adoption?,** page 296
- **How Do I Specify the Other Parents of an Adopted Child or a Stepchild?,** page 298
- **How Do I Add, Change or View Multiple Spouses?,** page 299
- **How Do I Define Same-Sex Relationships?,** page 300
- **How Do I Change the Parents of a Child?,** page 301

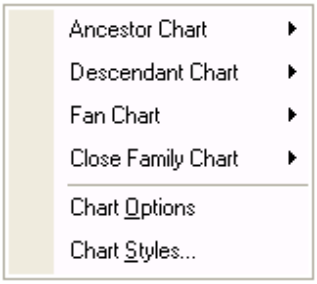
How Do I Indicate an Adoption?

1 From the **Family** menu, select **Children** and then **Manage Children** to display the following window:

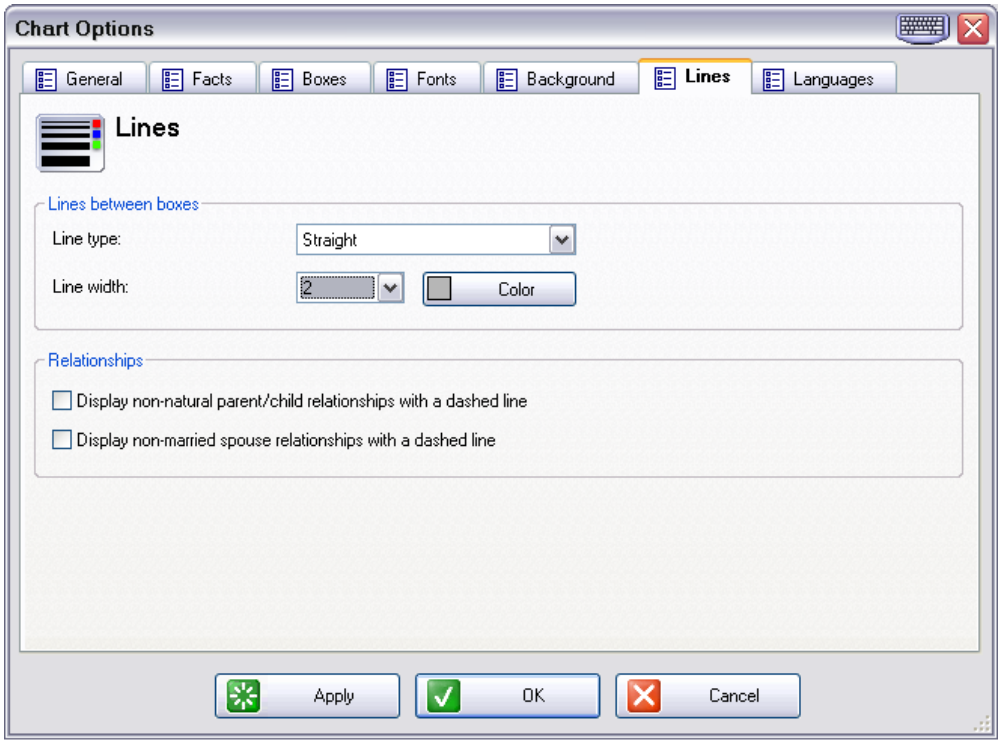


2 Select the **Adopted** option in the **Relationship** field.

3 To indicate how adopted children are shown in the charts and reports, click the **Charts** button to display the **Charts** menu, as shown below:



4 Select **Chart Options**, as shown below:



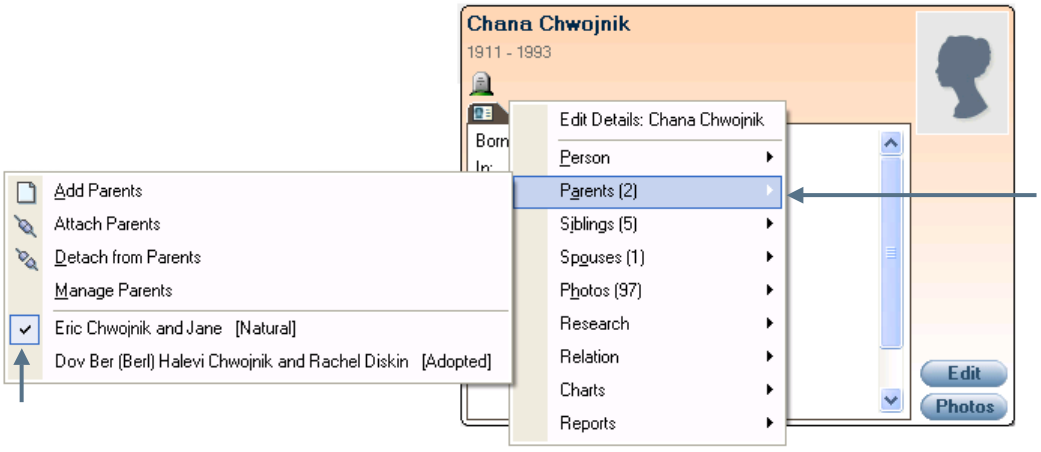
The **Lines** tab enables you to define the line between the boxes in a chart. It enables you to select the line type, width and color. You can indicate a non-natural parent/child relationship by a dashed line.

How Do I Specify the Other Parents of an Adopted Child or a Stepchild?

Adding another set of parents may be relevant in a variety of situations, for example, you may want to add the biological parents of an adopted child in your family tree or the parents of a stepchild.

In the Tree View, right-click on a person's card and select **Parents ➔ Add Parents**. A window is displayed offering you a variety of options to handle different kinds of additional parents that a person may have.

When you right-click on a Person's Card in Tree View, the following menu appears indicating how many pairs of parents this person has and their names.

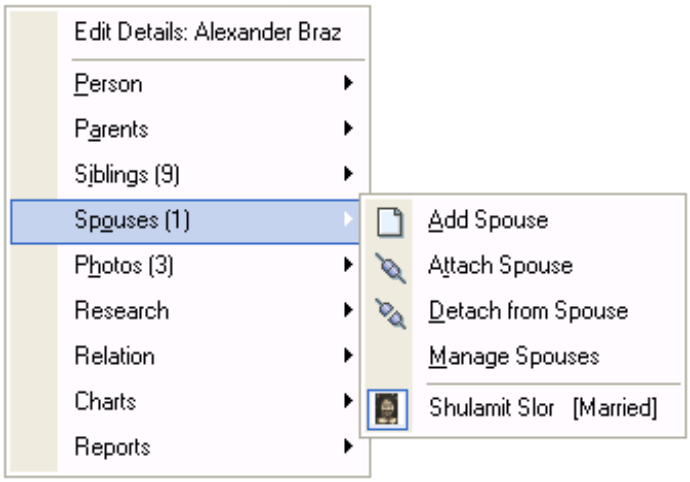


How Do I Add, Change or View Multiple Spouses?

You can define multiple spouses for a single person. One of the spouses is defined as the primary spouse. The primary spouse is the one displayed first in the tree. You can change the primary spouse by changing the order of the spouses in the Manage Spouses window, as described on page x.

When you right-click on a Person's Card in Tree View, the menu shows the number of spouses defined for this person and their names. Simply select one of the spouses in the menu to show their card in the Tree View.

The following options are available for defining spouses:



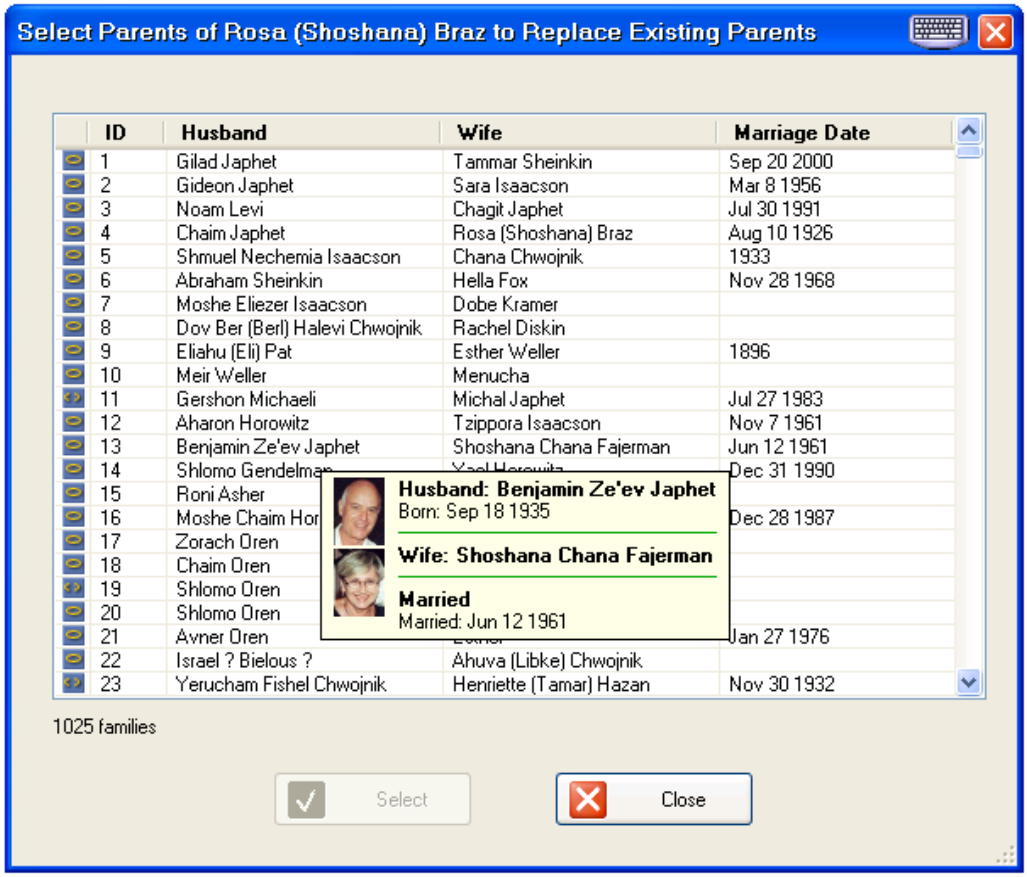
How Do I Define Same-Sex Relationships?

In a same-sex relationship, one partner is defined as the husband and the other partner as the wife, even though their gender is the same. It is possible to specify either male or female gender for anyone that is added to your family tree. If John and Bob are added as a couple, John can be added as the male and Bob as the female. To do so, the automatically set gender field can be changed to Female or Male, as you wish. A warning is displayed, but clicking **OK** allows the two same-sex partners to be defined as a couple.

How Do I Change the Parents of a Child?

In the Tree View, right-click on a person's card and select **Parents ➔ Detach From Parents**.

You can now replace the parents by right-clicking on this person's card and selecting **Parents ➔ Replace Parents**. The following window is displayed, enabling you to select different parents. You can hover over a row to display the photos of these people.


Select Parents of Rosa (Shoshana) Braz to Replace Existing Parents
ID
Husband
Wife
Marriage Date
1 Gilad Japhet Tammar Sheinkin Sep 20 2000
2 Gideon Japhet Sara Isaacson Mar 8 1956
3 Noam Levi Chagit Japhet Jul 30 1991
4 Chaim Japhet Rosa (Shoshana) Braz Aug 10 1926
5 Shmuel Nechemia Isaacson Chana Chwojnik 1933
6 Abraham Sheinkin Hella Fox Nov 28 1968
7 Moshe Eliezer Isaacson Dobe Kramer
8 Dov Ber (Berl) Halevi Chwojnik Rachel Diskin
9 Eliahu (Eli) Pat Esther Weller 1896
10 Meir Weller Menucha
11 Gershon Michaeli Michal Japhet Jul 27 1983
12 Aharon Horowitz Tzippora Isaacson Nov 7 1961
13 Benjamin Ze'ev Japhet Shoshana Chana Fajerman Jun 12 1961
14 Shlomo Gendelman Dec 31 1990
15 Roni Asher
16 Moshe Chaim Hor Dec 28 1987
17 Zorach Oren
18 Chaim Oren
19 Shlomo Oren
20 Shlomo Oren
21 Avner Oren Jan 27 1976
22 Israel ? Bielous ? Ahuva (Libke) Chwojnik
23 Yerucham Fishel Chwojnik Henriette (Tamar) Hazan Nov 30 1932
Husband: Benjamin Ze'ev Japhet
Born: Sep 18 1935
Wife: Shoshana Chana Fajerman
Married
Married: Jun 12 1961
1025 families
Select
Close